

**THE APOSTOLIC CARMEL EDUCATIONAL SOCIETY ®,
KARNATAKA**

Regd. Under Societies' Registration Act, XXI of 1860 Reg. No. S. No. 4 of 1957
ST. ANN'S CONVENT, MANGALURU - 575 001

Ref. No. ACE/APT- 735/2023-24

Date: 21.03.2024

Proceedings of the Governing Body Meeting of the Apostolic Carmel Educational Society, Karnataka held at St Ann's convent Mangalore on 09.03.2024

APPOINTMENT ORDER

As per service regulations framed by the Management, all appointments are assessed on the candidate's performance from time to time (excellence in teaching, competence, sense of discipline, responsibility, cooperation and loyalty). The College Management appoints you as **Lecturer in English** on **Confirmed** basis subject to the following terms and conditions at **Carmel Composite P U College, Modankap.**

Name of the Employee	Father's Name	Date of Birth	Qualification Academic / Professional	Salary & Scale of Pay	Date of Confirmation	Nature of Appt.	Remarks
Preethi Martha D Souza Lect. in English	Francis D Souza	13.02.1995	M.A. (English), B.Ed.	₹ 22,800/- 22800-43200	01.06.2024	Confirmed	

1. You shall be employed on Confirmed basis w.e.f. 01.06.2024.

After confirmation three months' notice **during working days** in writing or salary in lieu thereof is required to be given by either side for termination of service/leaving the job as the case may be. **If there is no sufficient work load the contract may be terminated by the Management by one month's notice.**

2. You are entitled to take leave as may be permissible under the Leave Rules of the Management. The leave however cannot be claimed as a matter of right but may be granted at the discretion of the Principal as per rules on the subject. You will not leave the station without having obtained the written permission of the Principal.

3. You are required to follow the Policy and Procedures of POCSO Act 2012 as well as Children's Safety & Protection. In case of any violation, you will be immediately terminated from the job without assigning any reason.

4. You should be prepared to give extra attention to the weaker students after class.

5. During the service you will be liable to disciplinary action for violation of code of conduct in accordance with the rules and regulation under Education Act and Rules 1973.

6. You will not leave/resign the said post in the middle of the academic year nor during any vacations of the College.

7. You will apply yourself honestly, diligently and efficiently and abide by all the rules and regulations in force in the College and carry out such orders and directions of the Management/Principal from time to time.