



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484 2623803 (10 Lines) / 2628000 • E mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

11.03.2021

SSET/1/21/813

Dr. Rag R.L.,  
Eden, L-41 B, LIC Lane,  
Pattom, Pattom Palace P.O.,  
Trivandrum - 695004

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 23.01.2021, we are pleased to confirm our offer of appointment to you as 'Professor & HOD- Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a consolidated salary of Rs.1,25,000/- p.m during the period of probation.

Scale of pay	-	37400-1100-67000	
Basic Pay	-	Rs. 37,400.00	
AGP	-	Rs. 10,000.00	
HRA	-	Rs. 4,000.00	
Children's Edu.Allowance	-	Rs. 200.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 71,800.00	
			-----
			Rs.1,25,000.00
			=====

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining. On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

Free accommodation will be provided inside the campus.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side.

....2/-



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Website: www.scmsgroup.org

: 2:

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates at the time of joining.

...3/-





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Website: www.scmsgroup.org

: 3 :

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 15.03.2021.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Dr. RAG R.L.

Date : 15.03.2021



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: somsgroup@gmail.com

SSET/1/07/2038

23.11.2007.

Mr. R. Mahesh Rengaraj,  
3/47, Sindhu Bhavan,  
Pipe Line Road,  
Thrikkakara Post,  
COCHIN - 21.

Sir,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as 'Asst. Professor (Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.29,000/- p.m. as below.

Scale of pay - 12000-420-18300

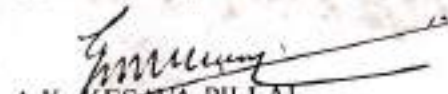
Basic pay	-	Rs.14,100.00
DA	-	Rs 7,050.00
Personal Pay	-	Rs. 7,850.00
		<hr/>
		Rs 29,000.00

3. You will be eligible for DA at 50% of the basic salary. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You have to report for duty sometime during first week of January, 2008.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

  
A.K. KESAVA PILLAI  
GROUP DIRECTOR





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/11/2289

05.11.2011.

Ms. Vidya Chandran,  
Eranadath 'Aiswarya',  
Perumbillisery, Cherpu,  
THRISSUR.

DOB: 19/01/1982  
DOJ: 09/11/2011

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Mechanical Engg.)'. The terms and conditions of appointment are as follows:

### COMPENSATION

You shall be paid a total salary of Rs.35,450/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.17,400.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 8,050.00
		<u>Rs.35,450.00</u>

*[Handwritten Signature]*  
15/11/11

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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*[Handwritten Signature]*



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-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



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-: 3:-

## DATE OF JOINING

Your expected date of joining will be 09.11.2011.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Vidya Chandran

Date : 09/11/2011



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Website: www.scmsgroup.org

29.01.2021

SSE1/1/21/755

Dr. G.R. Raghav,  
Deepa Sree House,  
Double Street,  
Koduvayur, Palakkad - 678501

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 15.01.2021, we are pleased to confirm our offer of appointment to you as 'Associate Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.55,000/- p.m as per details below during probation.

Scale of pay - 37400-1100-67000

Basic Pay	-	Rs. 37,400.00
AGP	-	Rs. 9,000.00
HRA	-	Rs. 3,500.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 3,300.00
		-----
		Rs. 55,000.00
		=====

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS:

You will be on probation for a period of one year from the date of joining. On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side.

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-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## DUTIES AND RESPONSIBILITIES

Apart from your routine duties as faculty, you will be in-charge of Placement activities.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for yourself or be interested directly or indirectly in any other trade during the employment with the institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.02.2021.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

**For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY**

DR. RADHA THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Dr. G. R. RAGHAV

Date : 01.02.2021





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106

Phone: 91-484-2623603, 2623604, 2623685, 2623687, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

SSET/1/12/1749

30.07.2012.

Mr. Noel Joseph Gomez,  
'Gomez Villa',  
High Court Road,  
Opp. Kerala High Court, Ernakulam,  
COCHIN - 682 031.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us 18.05.2012, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 400.00

Rs.26,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

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-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## **TRANSFER**

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## **LEAVE**

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## **EXCLUSIVITY**

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## **DECLARATIONS AND INFORMATION**

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## **CONTACT INFORMATION**

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 13.08.2012.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : NOEL JOSEPH GOMEZ

Date : 31- JUL- 2012



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org

SSET/1/18/339

Website: www.scmsgroup.org

03.08.2018

Mr. T.M. Anup Kumar,  
Thekkethala House,  
Kadambode, Pady P.O.,  
Thrissur - 680699

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 30.07.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 5,800.00
		<u>Rs.32,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice of one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

*Shylu*  
06-08-2018  
Your expected date of joining will be <sup>09</sup>~~08~~.08.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

*Indu Nair*  
DR. INDU NAIR  
GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature: *[Signature]*

Name : T. P. ANIL KUNHA

Date : 08-08-2018





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
SSET/1/12/2611 Website: scmsgroup.org 30.11.2012.

Mr. Vishnu H.,  
'Panchajanya',  
Kotta P.O.,  
(Via) Karakkad,  
PATHANAMTHITTA - 689 504.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 15.11.2012, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.24,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 1,400.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
		-----
		Rs.24,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 03.12.2012.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

s/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:   
Name : VISHNU.H  
Date : 03/12/12



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/221

29.07.2019

Mr. Suraj R.,  
Parackal House,  
College Junction,  
Valayanchirangara P.O.,  
Perumbavoor.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.07.2019, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.36,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs. 9,800.00	
			<u>Rs.36,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



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Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Suraj R

Date : 01.08.2019





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
SSET/1/16/1421 Website: www.scmsgroup.org 15.07.2016.

Mr. Ajith Kumar R.,  
8/226 A, 'Sathyavas',  
R.G. Pai Road,  
COCHIN - 682 002.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 14.06.2016, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Mechanical Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m as per details below:

Scale of pay	-	15600-450-39100
Basic Pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 1,600.00
Personal Pay	-	Rs. 3,800.00
		-----
		<u>Rs.30,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: [www.scmsgroup.org](http://www.scmsgroup.org)

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

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Website: www.scmsgroup.org

-: 3 :-

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 18.07.2016.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

PROF. P.C. PILLAI  
SR.GROUP DIRECTOR

sj

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : AJITH KUMAR R

Date : 18/07/2016







# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91 484 2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

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# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

:- 3:-

## DATE OF JOINING

Your expected date of joining will be 01.02.2021.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : GIBIN GEORGE

Date : 01-02-2021





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CAMPUS: VIDYA NAGAR, PALISSERY, KARUKUTTY, COCHIN-683 582, PHONE: 0484-2450330, 2451907, FAX: 91-484-2450508

SSET/1/07/1173

12.07.2007.

Mr. Francis Thomas,  
House No.70,  
Udaya Nagar,  
Kaloor.,  
COCHIN - 17.

Sir,

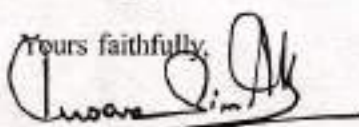
Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us 11.07.2007, we have pleasure to offer you appointment as 'Lecturer(Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a basic salary of Rs.8,000/- p.m. in the scale of pay of Rs.8000-275-13500.
3. You will be eligible for DA at 50% of the basic salary. On completion of one year service and subject to confirmation you will be eligible for DA at 65% and on completion of two years the DA applicable will be 75% of basic salary.
4. On satisfactory completion of probation you will be confirmed in service.
5. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
6. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
7. You may join duty as early as possible, not later than 1st August, 2007.
8. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,  


A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106

Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/1/10/2362

17.12.2010.

Mr. Nikhil Asok N.,  
Sreeragam,  
Manjali, Mannam P.O.,  
N. Paravur,  
ERNAKULAM - 683 520.

Sir,

Sub: Offer of appointment.

Reference to your application and the interview you had with us, we have pleasure to offer you appointment as 'Asst. Professor(Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.24,000/- p.m. as below.

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs. 15,600.00	
Academic Grade Pay	-	Rs. 6,000.00	
Personal Pay	-	Rs. 2,400.00	
			<u>Rs 24,000.00</u>

3. On satisfactory completion of probation you will be confirmed in service.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You have to report for duty on 27.12.2010.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

Received and Accepted  
the offer





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106.  
Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/19/223

29.07.2019

Dr. Anjana Viswanath,  
Anjanam, T.C. 4/112 (1),  
Kowdiar P.O.,  
Trivandrum - 695003

Madam,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 03.07.2019, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.50,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 8,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs.21,800.00	
			<u>Rs.50,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: www.scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. This provision is intended to safeguard the academic interests of the students. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.





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Phone: 91-484-2623803 (30 Lines) / 2628000 • E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 01.08.2019.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

DR. RADHA P. THEVANNOOR  
REGISTRAR & GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name :

Date :

*Anj*  
11/8/19  
Anjana Viswanath  
11/8/19



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

SSET/1/18/ 398

04.10.2018

Mr. Dhanesh S.,  
Sreemani House,  
Koduvayur P.O.,  
Palakkad Dist.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 20.09.2018, we are pleased to confirm our offer of appointment to you as 'Asst. Professor - Mechanical Engineering'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.40,000/- p.m as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
AGP	-	Rs. 6,000.00	
HRA	-	Rs. 3,000.00	
TA	-	Rs. 1,600.00	
Personal Pay	-	Rs.13,800.00	
		<u>Rs.40,000.00</u>	

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: [www.scmsgroup.org](http://www.scmsgroup.org)

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

As a member of faculty at SSET, you are required to associate with Social outreach / Research and related activities undertaken by SSET.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE, Govt. of India  
An ISO 9001:2008 Certified Institution

CORPORATE OFFICE: SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN-683 106  
Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855 E-mail: scms@scmsgroup.org  
Website: www.scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 08.10.2018.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

PROF. S. GOPAKUMAR  
GROUP DIRECTOR

gd

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : DHANEESH.S.

Date : 08-10-2018.





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Phone: 91-484-2623803, 2623804, 2623885, 2623887, Fax: 91-484-2623855, E-mail: scms@vsnl.com

SSET/L/11/0940

10.06.2011.

Mr. Rakesh A.,  
Anurag House,  
Pallamthuruth Road,  
Kacheripady, North Paravur,  
ERNAKULAM.

DOB:

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference your application and subsequent interview you had with us, we are pleased to confirm our offer of appointment to you as 'Asst. Professor(Mechanical Engg.)'. The terms and conditions of appointment are as follows:

### COMPENSATION

You shall be paid a total salary of Rs.30,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of pay	-	15600-450-39100	
Basic pay	-	Rs.15,600.00	
Academic Grade Pay	-	Rs. 6,000.00	
Personal Pay	-	Rs. 4,400.00	
			-----
			Rs.26,000.00
			=====

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

### SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any faculty member can be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation. This provision is intended to safeguard the academic interests of the students.

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

### TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

*[Handwritten Signature]*  
20/6/11

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## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

## DATE OF JOINING

Your expected date of joining will be 13.06.2011.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : Rakesh A

Date : 13-6-2011





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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SSET/1/08/1596

29.09.2008.

Mr. Jose Sheril D'cotha,  
"STANROSE",  
Near Anglo Indian School,  
Vaduthala,  
COCHIN - 682 023.

Sir,

Sub: Offer of appointment.  
Ref: Your application.

Further to the above and the interview you had with us, we have pleasure to offer you appointment as Lecturer(Mechanical Engg.)' subject to the following conditions.

1. You will be on probation for a period of one year from the date of joining.
2. You will be paid a salary of Rs.18,000/- p.m. as below.

Scale of pay - 8000-275-13500

Basic pay	-	Rs. 9,100.00
DA	-	Rs. 4,550.00
HRA	-	Rs. 2,000.00
Transport Allowance	-	Rs. 1,000.00
Personal Pay	-	Rs. 1,350.00
		<u>Rs 18,000.00</u>

3. On satisfactory completion of probation you will be confirmed in service.
4. Your services are liable to be terminated without notice at any time during the period of probation and thereafter with one month's notice on either side. You can leave the service only with one month's notice during probation.
5. You will be governed by the rules and regulations applicable to faculty members of SCMS School of Engineering & Technology.
6. You have to report for duty on 06.10..2008.
7. At the time of joining you have to produce certificates in support of age, qualification and experience and deposit the same with us.

Kindly return the duplicate copy of this order duly signed in token of your acceptance of the terms and conditions.

Thanking you,

Yours faithfully,

A.K. KESAVA PILLAI  
GROUP DIRECTOR

Received  
29/09/08



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Website: scmsgroup.org

SSET/1/13/0953

08.05.2013.

Mr. R. Sujith,  
Vrindavanam,  
Poredom P.O.,  
Chadayamangalam – 691 534,  
KOLLAM.

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 01.04.2013, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg.)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.32,000/- p.m subject to production of M.Tech. certificate. Till then your salary will be Rs.26,000/- p.m. as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.15,600.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 600.00

Rs.26,000.00

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

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Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.



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Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 10.06.2013.

**We welcome you to SCMS family and look forward to a fruitful association.**

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:   
Name : R. SUJITH  
Date : 3/06/2013





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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Website: scmsgroup.org

SSET/1/14/0207

27.01.2014.

Mr. Sanju A.C.,  
Indheevaram,  
Elamakara P.O.,  
COCHIN - 682 026

Sir,

Sub: Offer of appointment as 'Faculty'.

Reference to your application and subsequent interview you had with us on 24.01.2014, we are pleased to confirm our offer of appointment to you as 'Asst. Professor (Mechanical Engg)'. The terms and conditions of appointment are as follows:

## COMPENSATION

You shall be paid a total salary of Rs.33,000/- p.m as per details below:

Scale of pay - 15600-450-39100

Basic pay	-	Rs.16,050.00
AGP	-	Rs. 6,000.00
HRA	-	Rs. 3,000.00
Children's Edu.Allowance	-	Rs. 200.00
TA	-	Rs. 800.00
Personal Pay	-	Rs. 6,950.00
		<u>Rs.33,000.00</u>

Statutory taxes including Income Tax will be deducted at source as per the prevailing rules.

## SERVICE CONDITIONS :

You will be on probation for a period of one year from the date of joining.

On satisfactory completion of probation you will be confirmed in the service of the SCMS Group.

As per our service rules the services of any staff member can be terminated without notice at any time during the period of probation and thereafter with one month's notice or one month's salary in lieu of notice period on either side. You can leave the service only with one month's notice or one month's salary in lieu of notice period during probation.

..... 2



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Website: scmsgroup.org

-: 2:-

However, in the event of your resignation, you have to give one month notice or one month's salary in lieu of notice. The date of relief on account of resignation, however, should synchronize either with the commencement or with the closure of a semester as relief during a semester period is not permitted. The management may, at its sole discretion, relieve you even before the expiry of the notice period without any salary or notice pay for the remaining period.

## TRANSFER

Your present place of work will be at Karukutty campus. But your services can be transferred to any of the institutions under the SCMS Group in India or abroad based on the requirements of the institution or exigencies of work from time to time.

## LEAVE

You will be governed by the leave policy of SCMS School of Engineering & Technology that is in force from time to time.

## EXCLUSIVITY

Your position is a full time employment with the institution and you shall devote yourself exclusively to the business of the institution. You shall not take up any other work for remuneration or be interested directly or indirectly in any other trade during the employment with this institution without permission in writing from the management.

## DECLARATIONS AND INFORMATION

This offer of appointment is made based on the information furnished by you regarding your personal data, educational qualifications and experience. You have to produce the original certificates and deposit the same with us at the time of joining.

## CONTACT INFORMATION

You will keep the institution informed of your telephone number (land line and mobile), email, fax, postal address or any other means of communication including changes that may occur during the period of your employment. In the absence of the same, SCMS Group will in no way be responsible for any failure in communicating with you.

.....3.





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Phone: 91-484-2623803 (30 Lines) Fax: 91-484-2623855, E-mail: scms@scmsgroup.org  
Website: scmsgroup.org

-: 3:-

## DATE OF JOINING

Your expected date of joining will be 02.06.2014.

We welcome you to SCMS family and look forward to a fruitful association.

With Best Wishes.

For SCMS GROUP OF EDUCATIONAL INSTITUTIONS

A.K. KESAVA PILLAI  
GROUP DIRECTOR

sj/

## ACCEPTANCE

I have read and fully understood the above terms and conditions and I accept the same.

Signature:

Name : SANJU.A.C

Date : 28/1/2014