

BEARYS INSTITUTE OF TECHNOLOGY

Approved by AICTE New Delhi, Recognized by Govt. of Karnataka.
Affiliated to Visveswaraya Technological University Belagavi, Karnataka.
Lands End, Innoli, Boliyar Village, Near Mangalore University,
Mangalore-574153, T: +91 824 2235000/2235100, F: +91 824 2235775
E-mail: principal@bitmangalore.edu.in, Website: www.bitmangalore.edu.in



Bearys
Institute
of Technology
MANGALORE

BIT/Admn./R.O/009/2021-22

13-09-2021

Ref. :

Date :

RELIEVING ORDER

Ref: Your resignation letter

As per your resignation letter, you have been relieved from your duties as Programmer in the dept. of Computer Science and Engineering on afternoon of 13th September 2021 after working hours.

[Handwritten Signature]
13/9/2021

Principal

PRINCIPAL

Bearys Institute of Technology
Land End, Innoli, Boliyar Village
Near Mangalore University
MANGALORE - 574 153

To,

Mrs. Suzaifa
7-83/1, Site No. 143, 7th Block
Krishnapura, Surathkal
Mangalore-575014.

Copy to:

1. Chairman,
Bearys Academy of Learning
2. Office file

Received.

Ms. Abalulla T. - Bus Driver
B-17 Mangalore
Akka

Private & Confidential

29th April 2022

Ms. Ruksana
Blueberry woods, A wing, 403 Manipal,
Udupi, Karnataka 576104

Residence Phone:
Mobile Phone +91 8105687378

Dear Ruksana,

APPOINTMENT AS SOFTWARE ENGINEER

We thank you for having accepted our offer as **Software Engineer** Your appointment will be governed by the following terms and conditions.

1. You are required to undergo medical fitness test by a company-designated doctor. Your appointment will be subject to you being found medically fit.
2. You will be under probation for a period of six months from your joining date.
3. You will be eligible for the Monthly Gross Salary of **Rs.48200/-**.and the same will be liable for the tax deduction as applicable time to time.

Entitlements / Earnings	Amount in Rs.	Deductions	Amount in Rs.
Basic	21690	Professional Tax	200
DA	7230	P.F deductions	*As applicable (Rs.1800)
HRA	12050	Income Tax	* As applicable
Conveyance Allowance	2410	Other deductions if any	* As applicable
Med. Allowance	4820		
Total	48200		
Employer Contribution of PF	1800		
Monthly CTC	50000		

4. Company reserves the right to terminate the appointment or to extend the probation period, in case your performance is not found satisfactory during the probation period, without serving any notice.



5. On successful completion of the probation, of which the Company shall be the sole judge, you will be placed in the executive cadre as **Software Engineer** or equivalent grade. Initially you will be posted at **Mumbai / Bangalore**. However, your services are liable to be transferred to any of the Department/Offices of the Company or any of its Associate/Subsidiary Companies or its Client sites, anywhere in India. Your appointment in the above position will be governed by rules of the Company in existence at that time.
6. You will be entitled to avail of leave as per the leave rules of the Company.
7. You will observe the working hours and holidays normally observed by the Department you are assigned to. In case you are posted at the company's client sites, your working hours and holidays will be as observed by the client's office.
8. During the course of your work, you will abide by and carry out all directions and instructions issued to you by the Company, its officers and representatives, and clients assigned to you. You have to carry out your duties and obligations diligently and faithfully.
9. During your services with our company, you will devote your whole time attention to the business of the company and You shall not at any time engage in or be concerned with or be interested, directly or indirectly, in any business, work or activity other than that of the Company or commit any act prejudicial to the interests of the Company and/or its business.
10. In case you discontinue your association with the company for any reason, you / your business associates will not work or have any dealings with regard to business or otherwise with our existing clients or those clients you shall bring in to Byzan during the period of your association with us, for a minimum period of three months.
11. You shall also ensure that you will not hire or use any kind of services from our existing employees or employees those who may join in Byzan during your association with the company, for minimum period of three months, in case you decide to discontinue your association with us.
12. You will not disclose to any person, firm or company such information and knowledge as you may acquire of the company's business and operation of thereof without the consent of the company. The confidentiality has to be maintained particularly about company procedures, customer information, quotations, specifications and other information, which you may have access to.
13. You shall undertake and agree that all property of any nature whatsoever belonging to the company, which shall come in to your possession in the course of your employment or otherwise shall be held by you as a trustee for the company and shall deliver the same to the company on demand.
14. In case of your resignation, you shall provide the company a minimum notice period of two months. You are required to hand over the responsibilities then assigned to you before you are relieved.



15. You are required to treat as *strictly confidential* the affairs of the Company and its customers, of which you may be aware. The confidentiality has to be maintained particularly about company procedures, customer information, quotations, specifications and other information, which you may have access to.
16. After confirmation, the company reserves its right to terminate your appointment if the company finds the execution of the duties assigned to you as not satisfactory, of which the company will be the sole judge, and/or breach of any of the above conditions by giving you a notice of one month or payment in lieu of.
17. You will keep us informed of your local/ contact address whenever there is any change.

You are required to report for joining on or before **May 30th 2022 at our office/ Client Site**, along with the following information/documents, if not submitted earlier:

S.S.C & H.S.C or equivalent examination mark-sheets;

Certificates of all other relevant qualifications with Mark Sheets.

Proof of age-either SSC Certificate or School Leaving Certificate;

Relieving Certificate from your last employer, if working, prior to joining us.

Six copies of your recent photograph in passport size;

Experience letters of all the previous employment.

Address proof. Photo ID proof

In case you are unable to produce any certificate/mark-sheet or other documents which is been asked for, at the time of reporting for Duty, you will have to give an undertaking to produce the same within 07 days of your joining. If you fail to produce the document (s) within the stipulated time, as mentioned above, your appointment is liable to be terminated.

Please sign and return to us IMMEDIATELY the duplicate copy of this letter as token of your acceptance of the above terms and conditions:

Yours faithfully,
For Byzan Systems Pvt. Ltd.



T. T. Sebastian
Head Human Resources

I have read the letter and accept all
terms and conditions.

Signature and Date:

BIT POLYTECHNIC

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BIT
POLYTECHNIC
MANGALURU

INSTITUTION CODE : 593

BITPT/AO/2020-21

01.09.2020

Ref. :

Date :

To,
Mr. Mohiuddin A.G.
S/o Late Gaus Mohiuddin A G,
Ward No. 31, Ambedkar Nagar,
2nd Cross, Behind KEB, BM Road,
Hasan-573201

APPOINTMENT ORDER

Dear Mr. Mohiuddin A.G.,

Sub: Appointment letter for the post of Lecturer in the Department of Mechanical Engg.- reg.

With reference to the above subject, we are pleased to appoint you as Lecturer at BIT Polytechnic, Mangalore with a salary of Rs.19,600/-p.m. Your appointment is subject to the following terms and conditions.

- You shall be governed by the service rules which are in force and which may be framed from time to time by our Institution/Trust.
- Your appointment is subject to the approval of DTE & Government of Karnataka.
- You will be on probation for a period of one year from the date of joining.
- As agreed kindly note that you cannot resign your job during the first year of your service and after one year if you decide to leave the service you shall give two months notice in advance (excluding vacation period) or two months' salary in lieu of it but you shall not leave in the middle of any semester. However, management reserves the right to terminate your service any time if your service not found satisfactory.
- You are required to report for duty on or before 07.09.2020.
- Kindly produce all relevant certificates in original to evidence your date of birth and educational qualifications at the time of reporting for duty.

We take this opportunity to welcome you to BIT and we hope you will contribute significantly for the overall development of BIT to make it world renowned institution.

As a token of your acceptance kindly sign the duplicate of this letter and return.

Yours truly,

For BIT Polytechnic

PRINCIPAL

Principal

B.I.T. Polytechnic
Land's End Innoli Boliyar Village
Near Mangalore University

I accept this letter



Anjuman College for Women

Khadija Syed Ali Campus, BHATKAL-581320.
acw@anjuman.edu.in | 8385227939



RUKSAR ANJUM

1423020

COMP LECTURER

BE

7619205535



AB+



PRINCIPAL

USMAN NAGAR 1ST CROSS, RAILWAY
STATION ROAD, BHATKAL