**PRIVATE & CONFIDENTIAL**

**SIMS/HR/Appointment/Faculty**  **Date:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dear Mr**

I write with pleasure to appoint you as faculty Deck within the teaching staff category, initially in Post Sea/Modular courses in this institute. This appointment is made ON AN OPEN- BASIS with a start date of the\_\_\_\_\_\_\_\_\_\_\_\_. Full details of your appointment are given on the attached sheet.

The Conditions of Employment for the Teaching staff category are attached together with the job description for this post.

Your period of continuous service if desired in writing for full time faculty depends upon the requirements of the institute and the individual’s performance.

You will continue to be a member of faculty of the Institute till age as decided by the orders and directives issued by the DG Shipping from time to time and in force.

Please indicate your acceptance of this appointment by signing and returning to me, no later than **10th February 2019** along with the enclosed copy of this letter and attached sheet.

Yours sincerely

**Manjeet Lochav**

Chairman

**FORM OF ACCEPTANCE DO NOT DETACH**

I accept the appointment outlined in the foregoing letter under the general conditions referred to in the letter.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appointment Details**

**Personal Details**

Name:\_\_\_\_\_\_\_\_\_\_ INDoS NO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CDCNo : \_\_\_\_\_\_\_\_\_\_ Date of Expiry: \_\_\_\_\_\_\_\_\_\_\_\_Issuing Country \_\_\_\_\_\_\_\_\_\_

Passport No:\_\_\_\_\_\_\_\_\_\_\_ Date of Expiry: \_\_\_\_\_\_\_\_\_\_\_\_ Issuing Country \_\_\_\_\_\_\_\_\_

CoC/CoS No: \_\_\_\_\_\_\_\_\_\_ Date of Expiry : \_\_\_\_\_\_\_\_\_\_\_ Issuing Country \_\_\_\_\_\_\_\_\_\_

Address: :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mail id : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Appointment Details**

Post Title: Faculty-Nautical

Department: Deck

Accountability : Head of Institute

Salary in the Teaching staff category Consolidated (a) INR 1,00,000 less TDS as per existing rates as

:FULL-TIME /48hrs a week

(b) Visiting/part time: Physical in camps: INR 1,000/{One thousand} per hour and extendable to 03 hrs as one session totalling INR 3,000,deduct of TDS. In case of a full day, (06 hrs} amount payable is INR 5,000/ {Five thousand only} deduction of TDS as per existing order of Govt. of India.

{c} Online from home: INR 800/- {Eight hundred only} per hour session of 01 hour limiting max 04 hrs a day.

**Duration**

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected End Date: First 03 Months Provisional, Medical unfit or attain the age

65 years, which is earlier

**Salary Information**

Pay Period: Monthly

Next increment date: On completion of contact of 01 year in case of Contractual /consultant Next depends on the satisfactory performance, recommendation by the HODs.

**Mandatory Requirements/documents needed :**

1. Course attended at your own cost certificate from a DG Shipping approved institute in India.
2. Faculty identification No
3. Colour scan copy of CoC, Passport, CDC, PAN card

**ACCEPTANCE**

I hereby state that the offer above has been accepted by me mentioned outlined above under the general conditions referred.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_