

REF/MSRUAS/EXPL/22-23

Date: October 25, 2023

### To Whomsoever It May Concern


This is to certify that, Ms.USHA PAVAN is working as an Assistant Lecturer in Department of Community Health Nursing ,M.S. Ramaiah Institute of Nursing Education and Research since August 01, 2022 to till date.

As per the records available at this office his Total Experience as on July 31,2023 is 12.24years details of which are as follows: -

Sl No.	Organization	From	To	Total Experience
1	M. S Ramaiah University of Applied Sciences	01/08/2022	31/07/2023	1.00
2	Ramaiah Institute of nursing education and research	14/02/2019	31/07/2022	3.46
3	Miranda College of nursing, Bengaluru	02/06/2014	12/02/2019	4.70
4	Presidency College of nursing, Bengaluru	14/08/2013	15/05/2014	0.73
5	New City School of Nursing and Hospitals,Udupi	17/11/2010	22/07/2011	0.68
6	Pandayaraj Ballal Nursing Institute,College of Nursing, Ullal	25/09/2009	13/10/2010	1.05
7	Netaji Institute of Nursing Sciences,Mangalore	11/02/2009	24/09/2009	0.62
	Total Experience			12.24

For Ramaiah University of Applied Sciences



  
 Dr. G.S. Venkatesh  
 Registrar  
 M.S.Ramaiah University of Applied Sciences  
 Bangalore - 560 054



**RAMAIAH**  
Institute of Nursing  
Education & Research

458

No. 063/RINER/2019

Date: 16.01.2019

To  
Mrs. Usha.  
D/o Gangadhar C Salian,  
Shree Guru Prabha,  
Padukare, Post Malpe,  
Udupi Dist,  
Malpe - 576108

Dear Usha,

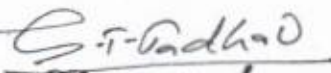
This is in response to your application seeking an assignment / appointment in our organization and subsequent interview held with us on 11.01.2019. We are pleased to offer you the post of **Assistant Lecturer** in our Institution, subject to the terms and conditions enclosed herewith.

The Ramaiah Institute of Nursing Education and Research, as part of the Gokula Education Foundation (Medical) is a premier educational Institution recognised as Centre of excellence in the field of Education all over the country and rest of the world. Teachers are our most important partners in this endeavor. I am sure you will find your association in this endeavor most rewarding and satisfying. We sincerely hope that your association with the Institution will be of benefit to the Institution, the students and also contributes to your professional growth.

As a token of acceptance of this offer of appointment, please return a copy of this order duly signed indicating your acceptance of the offer of appointment mentioning the probable date of reporting to duty. We look forward to your joining us early.

With best wishes,

Yours truly,

  
Principal

Ramaiah Institute of Nursing  
Education and Research  
M.S.R.I.T., P.O.,  
BANGALORE-560 054.



Registrar  
M.S. Ramaiah University of Applied Science,  
Bangalore - 560 054



## Terms and Conditions

### 1. Appointment, Remuneration and Probation

This offer of Appointment on contract basis is initially for a period of one year which may be extended for another year subject to satisfactory service.

You will be paid a consolidated remuneration of Rs.25,000/-p.m. during the first year and if continued, during the second year the emoluments will be suitably hiked subject to satisfactory service.

### 2. Job Description

You will discharge sincerely and diligently teaching or other duties as assigned to you to the entire satisfaction of the Principal and the Management and help us in the process of training students into professionals of global standards. The job description assigned to you will be explained to you by your Head of the Department.

You are required to participate in the teaching, administrative, research, social and cultural activities of the college and in any other duty assigned to you by the Head of the Department/ Principal. We have a Quality evaluation system in place, which assesses the performance of all the Teaching staff of the college.

### 3. Leave

During the contract period, you will be eligible only for one day casual leave for every completed month of service i.e. 12 CL per year and no other type of leave is permissible.

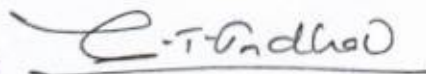
### 4. General Service Rules

You will be governed by the Service rules and regulations of the college, as in force or as may be amended from time to time. These rules are framed for efficient functioning of the Institution. A copy of the current service Rules is available with the Principal /HR Department of the College. You may familiarise yourself with these Rules.

This is a full time employment and no other employment with or without remuneration outside GEF (M) is allowed.

The Management reserves the right to utilise your services in any of its Colleges, Hospitals or any of the sister institutes of the Gokula Education Foundation (Medical) anywhere in India or abroad, if a need so arises.

  
Registrar  
M.S. Ramaiah University of Applied Sciences  
Bangalore - 560 054



##### **5. Deputation to Other Institutions of GEF (M) or Associates:**

The Management reserves the right to post faculty on deputation to any of the Institutions managed and run by GEF (M) or Associate Institutions in India or Abroad. The terms and conditions of the deputation may vary from post to post or from place of deputation. The faculty so posted on deputation will be suitably compensated. Deputation is normally done with the consent of the employee.

##### **6. Cessation**

If you wish to resign from the services of the college, you are required to give two months' notice, or two month's salary in lieu of notice thereof, during the first two years. From third year onwards you are required to give three months' notice or three month's salary in lieu of notice thereof. Leave standing to an employee's credit cannot be used during the notice period or cannot be adjusted against the notice period. Prevailing Rules will be followed for initiating any disciplinary proceedings.

In the interest of the students, you have to complete the academic term/teaching obligations of the academic year. Your resignation is acceptable only if your teaching commitments are fulfilled during the academic year.

You are required to work for a minimum period of one year mandatorily, failing which you are not eligible to get an experience certificate.

##### **7. Maintenance of official secrets**

You will be loyal to the Ramaiah Institute of Nursing Education and Research and will not divulge any information whatsoever, including secret information, technical know-how/processes, finance affairs, business plans, experiments, research projects, patent transactions and clientele information etc., relating to the College & other Ramaiah Institutions, which might come to your knowledge while discharging your duties - to any outsider/ organisations.

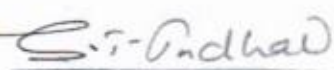
##### **8. Wrongful disclosure of information**

This appointment is based on the information furnished by you in your application and the curriculum vitae / Bio data submitted while seeking appointment and during the interview. Should there be any variation between the actual facts and the information furnished; this appointment is liable to be cancelled without any notice.

##### **9. Medical Examination**

This offer of appointment is subject to your being found medically fit, for which you will have to undergo a medical examination in Ramaiah Hospital at nominal charges. You should be found medically fit to take up employment with us.

  
Registrar  
M.S. Ramaiah University of Applied Sciences  
Bangalore - 560 054

  
S. T. Andhavi

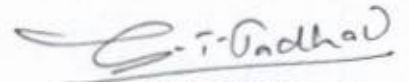


#### 10. Joining Formalities

You are required to join the institution on or before 09.03.2019. If you are unable to report to duty within the said date, you may seek extension of time from the Management well in advance. The grant of extension of time is at the discretion of the Management.

You may please report to the Principal along with Original certificates supporting your age and date of birth, educational qualifications along with two sets of photo copies of each of these certificates and with 5 passport size photographs for records. You are also requested to produce original Relieving Order/experience certificate obtained from your previous employers in case you are employed.

After reporting to duty you are required to open a Savings Bank account in Vijaya Bank, MSRIT Branch, which is located in our campus.

  
**PRINCIPAL**  
*Principal*

Ramaiah Institute of Nursing  
Education and Research  
M.S.R.I.T., P.O.,  
BANGALORE-560 054.

I accept the above terms and conditions of this offer of appointment and I will report to duty  
on..14/02/2019

  
Signature

Copy to:  
The Chief Executive, GEF (M)  
The Head- HR & Legal, GEF (M)  
The CFO, GEF (M)  
File

  
Registrar  
M.S. Ramaiah University of Applied Sciences  
Bangalore - 560 054