



# All India Institute of Speech and Hearing

(An autonomous Institute under the  
Ministry of Health and Family Welfare, Govt. of India)  
Manasagangothri, Mysore - 570 006

ಅಖಿಲ ಭಾರತ ವಾಕ್ ಶ್ರವಣ ಸಂಸ್ಥೆ  
ಮಾನಸಗಂಗೋತ್ರಿ, ಮೈಸೂರು -570 006.  
अखिल भारतीय वाक् श्रवण संस्थान  
मानसगंगोत्री, मैसूर - 570 006

No.SH/PL.172/2010-11

26.10.2010

Dr. Shijith Kumar. C.  
Chengottil Howe, Oravil Post  
Naduvannur (via)  
Calicut - 673614

Sub: Appointment to the post of **Library & Information Officer (UR)** in the Pay Band of Rs.15600-39100 (PB-3) with Grade Pay of Rs.6600/- on an initial basic pay of Rs. 25,350/- p.m.+ Allowances in AIISH, Mysore - reg.

Ref: Your application dated 03/02/10, in response to Advt. No.1/2010 dated 19.01.2010.

Sir/Madam,

With reference to your interview for the post of **Library & Information Officer (UR)** and on the recommendations of the Selection Committee, the Chairman of Executive Council is pleased to accord approval for your appointment in AIISH, Mysore as **Library & Information Officer (UR)** on an initial basic pay of Rs.25,350/- (i.e., Band Pay of Rs.18750/- + Grade Pay of Rs. 6600/-) per month, in the Pay Band of Rs.15600-39100/- (PB-3) and usual allowances as admissible to the AIISH employees on the following terms and conditions:

- a) You will be on probation for a period of two years with effect from the date of reporting to duty, which may be extended at the discretion of the competent authority. During the period of probation, your appointment may be terminated at any time without assigning any reason by a month's notice given by either side.
- b) On satisfactory completion of the probationary period and confirmation in service you have to give a notice of three months in case of resignation. Otherwise, you will have to make payment of a sum equivalent to the pay and allowances for the period of notice or the un-expired portion thereof. The appointing authority reserves the right to accept or reject the resignation.
- c) You will not be eligible for any traveling allowance in connection with your joining the post or termination of your services.
- d) Your appointment will be subject to the production of the following documents at your expense at the time of your reporting for duty.
  - i) Medical Certificate of health and physical fitness from the Medical Board constituted for the purpose. However, in relaxation of this condition, the pay and allowances shall be drawn for a period not exceeding two months in respect of fresh recruits to the service at this institute without a medical certificate of health, subject to the condition that if he/she is subsequently found medically unfit, his/her services may be terminated after the communication to him/her of



the findings of the Medical Officer/Board if no appeal for a second medical examination is made by him/her during this period or after the case for second medical examination is finally decided if such an appeal is made and accepted.

- ii) Documentary proof in respect of your date of birth, educational qualifications and experience.
- iii) Original Caste Certificate in the prescribed format from the competent authorities to the effect that you belong to SC/ST/OBC community as the case may be, if applicable.

(Note: Your appointment is provisional and is subject to the Caste/Tribe certificates being verified through the proper channel and if the verification reveals that the claim to belong to Scheduled Caste/Tribe or Other Backward Classes, as the case may be, is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.)

- iv) Relief order from the present employer, if any.
  - v) Attestation forms duly filled in with your recent passport size photographs and signed by a Gazetted Officer or a Magistrate.
- e) Your appointment is subject to verification of character and antecedents.
  - f) You will have to take an Oath of Allegiance to the Constitution of India in the form enclosed.
  - g) You are liable to be transferred to any other center of the institute anywhere in India.
  - h) You are required to make a declaration of 'Home town' within six months from the date of reporting to duty.
  - i) You will have to sign a declaration regarding your marital status in the form enclosed.
  - j) The provisions of the Central Civil Services (Classification, Control and Appeal) Rules, Central Civil Services (Conduct) Rules and such other rules or Executive Orders as may from time to time be applicable to the employees of the AIISH shall apply to you.
  - k) You will be covered under the new Defined Contribution Pension Scheme as per the notification of Govt. of India, Ministry of Finance, Department of Economic Affairs (ECB & PR Division) F. No. 5/7/2003-ECB & FR dated 22.12.2003 and other guidelines/



instructions issued by Government of India from time to time. In case if you are covered under CCS (Pensions) Rules, 1972, the same will continue to apply as per GOI, Ministry of Personnel, Public Grievances & Pensions O.M.No.28/30/2004-P&PW (B) dated 26.07.2005.

l) You will not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by you, if any, save with the prior permission of the Director, AIISH, Mysore.

m) In regard to any matter not specifically covered in the foregoing paragraphs, you will be governed by the rules and orders applicable to other employees of similar status of AIISH, Mysore.

2. If the above terms & conditions of the offer of appointment are acceptable to you, you may confirm the same by signing and returning one copy of the offer of appointment immediately, either by post or in person, and you may report for duty at this institute within 15 days from the date of receipt of this offer of appointment. You are also requested to intimate to us immediately the date on which you intend to report for duty at this Institute.

3. In case, no communication is received from you in this regard and if you do not report for duty within the stipulated time, it will be assumed that you are not interested in the offer made to you and, therefore, the offer of appointment issued to you stands cancelled without further notice to you.

Yours faithfully,

*V. Basavaraj*  
Dr. Vijayalakshmi Basavaraj  
Director

### DECLARATION

I accept the post of **Library & Information Officer (UR)** offered by AIISH, Mysore on the above said terms and conditions. I intend to join by 14th December 2010

Place: *Calicut*

Date: *31.10.10*

Signature: *[Handwritten Signature]*

(Name in block letters): *SHIJITH KUNHA*

Copy to:

1. Accounts / Bills
2. Establishment
3. OC