



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

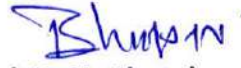
Ref:VPCCECM/APPT/2016-17/382

Date: 12<sup>th</sup> November, 2016

## CONFIRMATION ORDER

Mr. Amol Hanumant Naik was appointed as Peon – Under Reserved Category (P.H.) w.e.f. 19<sup>th</sup> June, 2013 vide Appointment Order No. VPCCECM/Appt./2013-14/186 dated 30/11/2013 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Amol Hanumant Naik as Peon – Under Reserved Category (P.H.) of the College with effect from 18<sup>th</sup> June, 2015.



  
(Shri. P. N. Bhat)  
Chairman

To,  
**Mr. Amol Hanumant Naik,**  
Peon – Under Reserved Category (P.H.),  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa.

### Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521  
Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/78(A)

Date: 18<sup>th</sup> June, 2013

## OFFER OF APPOINTMENT

With reference to your application and Subsequent interview held on 17<sup>th</sup> June 2013 for the Post of Peon- Under Reserved Category (P.H.), The Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of appointment for the post of **Peon- Under Reserved Category (P.H.)** Group D class IV in the scale of ₹ 5,200 - 20,000 + GP of ₹ 1,800 along with other allowances as applicable from time to time.

## TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.

1. Your appointment is subject to approval by the Directorate of Higher Education.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
6. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.

7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
8. In absence of other Group D Staff, during exigencies duties of other Staff if assigned to you then it needs to be performed in the interest of the institution.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
14. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
15. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
16. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
17. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
18. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
19. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
20. Late coming will not be tolerated.
21. You must use uniform while on duty.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhate)  
CHAIRMAN

To,  
Mr. Amol H. Naik  
Gangoz, Salvador-Do-Mundo,  
Bardez Goa. 403101



॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/186

Date: 16/10/2013  
30/11/13

## ORDER OF APPOINTMENT

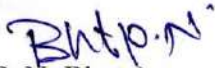
With reference to our offer of appointment No. VPCCECM/Appt./2013-14/78(A) dated 18<sup>th</sup> June 2013 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/408/2013-14/DHE/2449 dated 15/10/2013 (copy enclosed). Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari - Goa is please to appoint you w.e.f. 19<sup>th</sup> June 2013 to the post of **Peon- Under Reserved Category (P.H.)** Group D class IV in the scale of ₹ 5,200 - 20,000 + GP of ₹ 1,800 along with other allowances as applicable from time to time.

Your appointment is on the following TERMS AND CONDITIONS OF SERVICES which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory even during extended period of probation then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
3. You are governed by the service rule and regulations in force from time to time.
4. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
5. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
6. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.

7. In absence of other Group D Staff, Watchman and Gardener during exigencies duties of other Staff if assigned to you then it needs to be performed in the interest of the institution.
8. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
9. You have to stay within a distance of 3 kms. from the college premises.
10. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
11. You have to obey instructions and do the work assigned to you by your all superiors.
12. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
13. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview and as per acceptance of offer of appointment.
14. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
15. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
16. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
17. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
18. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
19. Late coming will not be tolerated.
20. You must use uniform while on duty.
21. You are liable to work in shifts system assigned to you from time to time by rotation.

Please acknowledge receipt of this ORDER.

  
(P. N. Bhate)  
CHAIRMAN  
Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa

To,  
Mr. Amol H. Naik  
Gangoz, Salvador-Do-Mundo,  
Bardez Goa. 403101

No.9/408/2013-14/DHE/2469  
Government of Goa,  
Directorate of Higher Education,  
Alto, Porvorim-Goa.

Dated:-15/10/2013.

To,  
The Secretary,  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management,  
Vidynagar, Alto Porvorim.

Sub:- Request for approval to the appointment of Peon (under  
Reserved category (P.H)/ Gymkhana Peon)/Library  
Attendant/Watchman.

Sir,

I am directed to refer to your letter No.VPCCECM/Apptt./2013-14/89 dated 04/07/2013 on the subject cited above and to convey approval of the Government of Goa to appointment of the following Non-Teaching staff as recommended by the Selection Committee of the College:-

Sr.No.	Name of the candidate	Name of the post
1.	Shri Prabhakar K. Kavlekar	Peon
2.	Shri Amol. H. Naik,	Peon (P.H).
3.	Shri Sidhesh R. Naik	Library Attendant
4.	Shri Suhas R. Malik	Gymkhana Peon
5.	Shri Tareshwar Adpaikar	Watchman

Copies of the joining reports in respect of all the above named appointees/recruits may be submitted to this office for record.

Yours faithfully,

(R. K. Halarnkar)

Under Secretary(Higher Education)

Copy to:-

The Accounts Section of this Office.



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

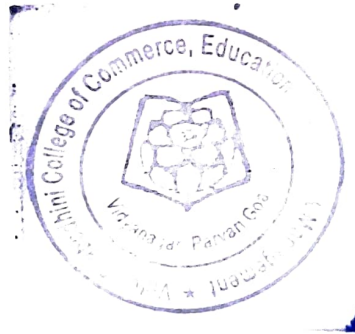
(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

Ref:VPCCECM/APPT/2019-20/741

Date: 23<sup>rd</sup> January, 2020

## CONFIRMATION ORDER

Shri. Anand Singh was appointed as a Lower Division Clerk w.e.f. 12<sup>th</sup> May, 2017 (vide Appointment Order No. VPCCECM/Appt./2016-17/752/A dated 20/05/2017) and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Shri. Anand Singh as a Lower Division Clerk of the College with effect from 11<sup>th</sup> May, 2019.



  
(Shri. P. N. Bhate)  
Chairman

To,  
**Shri. Anand Singh,**  
Lower Division Clerk,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

॥ विद्या सर्वस्य भूषणम् ॥

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

VPCCECM/Appt./2016-17/704

Date: 11<sup>th</sup> May, 2017

## OFFER OF APPOINTMENT

With reference to your name sponsored by Department of Sainik Welfare and Subsequent Skill Test held on 21/10/2016 and Computer Test held on 08/11/2016 for the post of Lower Division Clerk, Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of Appointment for the post of **Lower Division Clerk – Under Reserved Category (Ex-Serviceman)** as per 7<sup>th</sup> Pay Commission Pay Matrix your Basic Pay is ₹ 19,900/- along with other allowances applicable from time to time.

## TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service:-

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your work with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Lower Division Clerk.
5. You have to perform all clerical work assigned to you of whatever nature it may be by your all superiors and Management.
6. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally. Programming and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
8. You are bound to do outdoor and indoor activities and work of the office as and when required.
9. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.



10. You are governed by the service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
12. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.
16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.)
17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
19. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you, depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
24. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as the property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.

- 25. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.**
- 26. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.**
- 27. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.**
- 28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-**
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.**
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.**
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.**
- 29. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.**
- 30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.**
- 31. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.**
- 32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.**
- 33. You are supposed to use uniform as when introduced by the Management while on duty. Uniform should be part of your dress.**
- 34. If your acceptance is not received upto 30/11/2016, then your offer of appointment is liable to be cancelled.**

35. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
36. You have to obey the instructions and do the work assigned to you by your all supervisors.
37. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview.
38. You are not the Government employee but appointed by the Management of Prabodhan Education Society.
39. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
40. Late coming will not be tolerated.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and condition are acceptable, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhate)  
**CHAIRMAN**



To,  
**Mr. Anand Singh,**  
Flat No. C-304,  
Umiya Quatro,  
Dabolim - Goa 403801



PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa, Affiliated to Goa University & Approved by NCTE))  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

॥ विद्या सर्वस्य भूषणम् ॥

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref: VPCCECM/Appt./2016-17/752/A

Date: 20<sup>th</sup> May, 2017

## ORDER OF APPOINTMENT

With reference to our offer of appointment No. VPCCECM/Appt./2016-17/704 dated 11<sup>th</sup> May, 2017 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/406/2013-14/DHE/PF-III(N-Teach)/376 dated 10/05/2017 (copy enclosed), the Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce Education, Computer and Management, Parvari – Goa is pleased to appoint you as **Lower Division Clerk – Under Reserved Category (Ex-Serviceman)** w.e.f. 12<sup>th</sup> May, 2017 as per 7<sup>th</sup> Pay Commission Pay Matrix your Basic pay is ₹ 19,900/- along with other allowances applicable from time to time.

Your appointment is on the following **TERMS AND CONDITIONS** which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory, during the period of probation, if services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do your duty with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Lower Division Clerk.
4. You have to perform all data entry and clerical work assigned to you of whatever nature it may be by your all superiors and the Management.

5. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally. Programming, Web designing and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
7. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
8. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
11. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave, utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
14. You have to stay within a distance of 3 kms. from the College premises.
15. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.)
16. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.

17. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
18. You shall endeavor to serve and promote Institute's interests and earn Management's and other colleague's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
19. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
20. In addition to the assignments given to you, you will also have to carry out any other job assigned to you, depending upon the exigencies of work.
21. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
22. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
23. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as the property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
24. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
25. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.
26. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.

27. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
28. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
29. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
30. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
31. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
32. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
33. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at anytime and anywhere during the tenure of your service.
34. You have to obey the instructions and do the work assigned to you by your all supervisors.
35. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview.
36. You are not the Government employee but appointed by the Management of Prabodhan Education Society.
37. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug, smoking, chewing Pan, Tobacco during working hours or off time.

38. Late coming and early going will not be tolerated.

Please acknowledge the receipt of this ORDER.

  
(P.N. BHATE)

**CHAIRMAN**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari – Goa



To,  
**Mr. Anand Singh,**  
Flat No. C-304,  
Umiya Quatro,  
Dabolim – Goa 403801





PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

॥ विद्या सर्वस्य भूषणम् ॥

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/APPT/2017-18/569

Date: 27<sup>th</sup> February, 2018

## CONFIRMATION ORDER

Mr. Ashay Nandkishor Naik was appointed as Laboratory Assistant (For Computer Laboratory) w.e.f. 18<sup>th</sup> January, 2016 vide Appointment Order No. VPCCECM/Appt./2015-16/434 dated 23/01/2016 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Ashay Nandkishor Naik as Laboratory Assistant (For Computer Laboratory) of the College with effect from 17<sup>th</sup> January, 2018.



*P. N. Bhate*  
(P. N. Bhate)  
Chairman

To,  
**Mr. Ashay Nandkishor Naik,**  
Laboratory Assistant (For Computer Laboratory),  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File

॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S



# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: (0832) 2410500/2413600, Fax : (0832) 2410500

Email: [vidyaprabodhinigoa@gmail.com](mailto:vidyaprabodhinigoa@gmail.com)

[www.vidyaprabodhnicollege.com](http://www.vidyaprabodhnicollege.com)

VPCCECM/Appt./2015-16/290

30<sup>th</sup> October, 2015

## OFFER OF APPOINTMENT

With reference to your application dated 06/07/2015 and Subsequent interview held on 20<sup>th</sup> October, 2015 for the post of Laboratory Assistant (For Computer Laboratory), Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of Appointment for the post of **'Laboratory Assistant (For Computer Laboratory)'** in the scale of ₹ 5,200 - ₹ 20,200 + G.P. of ₹ 2,400/- along with other allowances applicable from time to time.

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service:-

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory during the period of probation, if services are not still found satisfactory then it will stand terminated with one month's notice.
3. You must do your duty with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Laboratory Assistant.
5. You have to perform all work regarding Computer Laboratory, Computer related work in any Section of the College such as Office, Staff Room, Principal's Room, Library, Smart Room, Class Rooms, any other working place or Laboratory assigned to you along with other Office work assigned to you of whatever nature it may be by your all superiors and Management.

6. You should have thorough knowledge of typing with minimum 40 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point, Tally, Programming, Web designing and C++ besides other knowledge of Computer operating system with knowledge of Hard ware which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
7. You must have thorough knowledge in PPT preparation, Web designing and updating Web Site and shall have to upkeep your knowledge relating to Computer Lab. You should also see that upkeeping of all the Computers in the institution are done regularly.
8. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
9. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
10. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
11. You are governed by the service Rules and Regulations in force from time to time.
12. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without Compensatory Off. Completion of time bound work is utmost expected from you.
13. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
14. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave. Utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
15. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
16. You have to stay within a distance of 3 kms. from the College premises.
17. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be

duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).

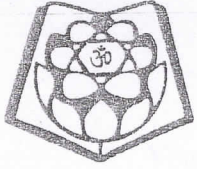
18. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
19. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
20. You shall endeavor to serve and promote Institute's interests and earn Management's and other colleague's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
21. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
22. In addition to the assignments given to you, you will also have to carry out any other job assigned to you, depending upon the exigencies of work.
23. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
24. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
25. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as the property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
26. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise but you are free to take consultancy with written permission of Principal and Management as per provisions of the Rules.
27. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and

obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.

28. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
29. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
30. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
31. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
32. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
33. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
34. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
35. If your acceptance is not received upto 14<sup>th</sup> November 2015, then your offer of appointment is liable to be cancelled.
36. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time anywhere during the tenure of your service.
37. You have to obey the instructions and do the work assigned to you by your all supervisors.

॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S



# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa &amp; Affiliated to Goa University)

VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: (0832) 2410500/2413600, Fax : (0832) 2410500

Email: vidyaprabodhinigoa@gmail.com

www.vidyaprabodhnicollege.com

VPCCECM/Appt./2015-16/434

23<sup>rd</sup> January, 2016

## ORDER OF APPOINTMENT

With reference to our offer of appointment No. VPCCECM/Appt./2015-16/290 dated 30<sup>th</sup> October, 2015 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/406/2013-14/DHE/PF-III(N-Tech)/89 dated 08/01/2016 (copy enclosed), the Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce Education, Computer and Management, Parvari – Goa, is pleased to appoint you as '**Laboratory Assistant (For Computer Laboratory)**' w.e.f. 18<sup>th</sup> January, 2016 in the scale of ₹ 5,200 - ₹ 20,200+ G.P. of ₹2,400 along with other allowances applicable from time to time.

Your appointment is on the following **TERMS AND CONDITIONS** which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory during the period of probation, if services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do your duty with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Laboratory Assistant.
4. You have to perform all work regarding Computer Laboratory, Computer related work in any Section of the College such as Office, Staff Room, Principal's Room, Library, Smart Room, Class Rooms, any other working place or Laboratory assigned to you along with other Office work assigned to you of whatever nature it may be by your all superiors and Management.

  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.



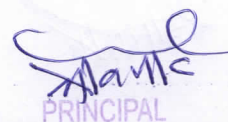
5. You should have thorough knowledge of typing with minimum 40 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point, Tally, Programming, Web designing and C++ besides other knowledge of Computer operating system with knowledge of Hard ware which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must have thorough knowledge in PPT preparation, Web designing and updating Web Site and shall have to upkeep your knowledge relating to Computer Lab. You should also see that upkeeping of all the Computers in the institution are done regularly.
7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
8. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
9. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without Compensatory Off. Completion of time bound work is utmost expected from you.
12. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave. Utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.

  
PRINCIPAL

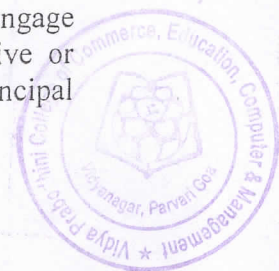
Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.



16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).
17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
19. You shall endeavor to serve and promote Institute's interests and earn Management's and other colleagues' confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you, depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
24. In the course of your service, you may acquire or have access to confidential information and it will be condition of your employment that you treat this as the property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
25. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise but you are free to take consultancy with written permission of the Principal and Management as per the provisions of Rules.

  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.





26. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.
27. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
29. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
31. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
33. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
34. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time anywhere during the tenure of your service.
35. You have to obey the instructions and do the work assigned to you by your all supervisors.

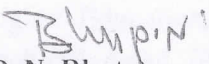
  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.



36. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview.
37. You are not the Government employee but appointed by the Management of Prabodhan Education Society.
38. Being this is an educational institution, you should not smoke, chew Tobacco, Pan, consume alcoholic drink or narcotic drug during working hours or off time.
39. Late coming and early going will not be tolerated.

Please acknowledge the receipt of this ORDER.

  
(P. N. Bhate)

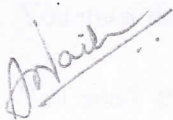
**CHAIRMAN**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa



To,

**Ashay Nandkishor Naik,**  
Near Holy Family High School,  
Porvorim, Bardez – Goa 403501



  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.





॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)

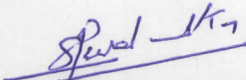
Ref:VPCCECM/APPT/2021-22/1207

Date: 10<sup>th</sup> May, 2022

### CONFIRMATION ORDER

Shri. Babu Jako Yemkar was appointed as Multi Tasking Staff w.e.f. 16<sup>th</sup> December, 2019 (vide Appointment Order No. VPCCECM/Appt/2019-20/623 dated 16/12/2019) and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Shri. Babu Jako Yemkar as Multi Tasking Staff of the College with effect from 15<sup>th</sup> December, 2021.



  
(Sanjay P Walavalkar)  
Chairman

To,  
**Shri. Babu Jako Yemkar,**  
Multi Tasking Staff,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

Ref:VPCCECM/Appt./2019-20/584

Date: 4<sup>th</sup> December, 2019

To,

**Shri. Babu Jako Yemkar,**

H. No. 103, Valkini Colony No 3,

Bhati, Sanguem,

Goa – 403 704.

### OFFER OF APPOINTMENT

With reference to your application dated 20/09/2019 and Subsequent Skill test held on 25/10/2019 for the post of Multi Tasking Staff, the Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of appointment for the post of Multi Tasking Staff under reserved vacancy for OBC category, Group C in VII Pay Scale in Pay Matrix Level – 1, your Basic Pay is Rs. 18000/- along with other allowances as applicable from time to time.

### TERMS AND CONDITIONS

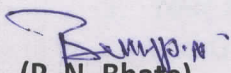
Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for period of one more year if your services are not found satisfactory during the period of probation. Even after extension of probation if services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your work with utmost dedication and devotion.
4. You must do the work assigned to you without fail such as lifting, shifting, cleaning & Sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Staircases, Wash rooms (Toilets), Canteen Tables, Desk-Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.

5. You must attend and help in maintaining and upkeeping computers, other laboratory items/equipment's and Sports material in all the educational institution of Prabodhan Education Society.
6. You are governed by the service rule and regulations in force from time to time.
7. Your post is Group C post which does not restrict type of work to be done by you.
8. Whenever additional and late duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules otherwise without compensatory off or without additional remuneration. Completion of time bound work is utmost expected from you.
9. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
10. In absence of other Group C Staff, during exigencies duties of other Staff if assigned to you, it needs to be performed in the interest of the institution. You have to share the work of the person who is absent or on leave. Utmost co-operation and co-ordination amongst the staff is most essential quality of work desired from each and everybody.
11. Punctuality obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
12. You have to stay within a distance of 3 kms. From the college premises.
13. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time anywhere during the tenure of service.
14. You have to obey instructions and do the work assigned to you by your all superiors.
15. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group C staff.
16. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules, regulations and Code of Conduct that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.

27. You are not the government employee by appointed by the Management of the Prabodhan Education Society.
28. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
29. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
30. In absence of any staff, his /her duty needs to be shared by you along with other staff of Group C category including watchman.
31. This being an educational institution, you should not Smoke, chew pan – tobacco or consume alcoholic drink or narcotic drug during working hours or off time.
32. Late coming and early going will not be tolerated.
33. You must use uniform while on duty.
34. If your acceptance is not received upto 10<sup>th</sup> December, 2019, then your offer of appointment is liable to be cancelled.

Only of above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhate)  
CHAIRMAN



Accepted : \_\_\_\_\_

Dated: \_\_\_\_\_



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

Ref:VPCCECM/Appt./2019-20/623

Date: 16<sup>th</sup> December, 2019

To,

**Shri. Babu Jako Yemkar,**

H. No. 103, Valkini Colony No 3,

Bhati, Sanguem,

Goa – 403 704.

**ORDER OF APPOINTMENT**

With reference to our offer of appointment No. VPCCECM/Appt./2019-20/584 dated 4<sup>th</sup> December, 2019 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/408/2013-14/DHE/PF-I/7200 dated 29/11/2019 (copy enclosed), the Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari – Goa is pleased to appoint you as **Multi Tasking Staff (M.T.S.) Under Reserved Vacancy for OBC Category**, Group C w.e.f. 16<sup>th</sup> December, 2019 in the Pay Scale in Pay Matrix Level 1, your Basic Pay is ₹. 18000/- along with other allowances as applicable from time to time.

Your appointment is on the following TERMS AND CONDITIONS OF SERVICES which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Staircases, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.

3. You must attend and help in maintaining and upkeeping computers in all the educational institution of Prabodhan Education Society.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group C, Multi Tasking Staff post which does not restrict type of work to be done by you.
6. Whenever additional and late duties are assigned to you during holidays, Sundays, non-working days you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules otherwise without compensatory off or without additional remuneration. Completion of time bound work is utmost expected from you.
7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
8. In absence of other Multi Tasking Staff, during exigencies duties of other Staff if assigned to you, it needs to be performed in the interest of the institution. You have to share the work of the person who is absent or on leave. Utmost co-operation and co-ordination amongst the staff is most essential quality of work desired from each and everybody.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time anywhere during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Multi Tasking Staff.
14. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that are and may be in force

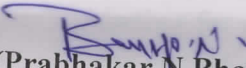


from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.

15. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization, modern technology and development of the institution.
16. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
17. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
18. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, insolvent, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
19. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Six passport size photographs, at the time of your joining or earlier.
20. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
21. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
22. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.


- PRABODHAN EDUCATION SOCIETY'S  
Vidya Prabodhini College of Commerce,  
Education, Computer and Management  
Parvari - Goa
23. You may have to work in shift system assigned to you without any extra remuneration or facilities.
  24. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
  25. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
  26. Your office timing will be 6½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
  27. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
  28. In absence of any staff, his/her duty needs to be shared by you along with other Multi Tasking Staff category including watchman.
  29. This being an educational institution, you should not Smoke, chew pan – tobacco or consume alcoholic drink or narcotic drug during working hours or off time.
  30. Late coming and early going will not be tolerated.
  31. You must use uniform while on duty.

Please acknowledge receipt of this ORDER.

  
(Prabhakar N Bhate)

**CHAIRMAN**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari – Goa





॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)

VPCCECM/Appt./2021-22/525

Date: 20<sup>th</sup> November, 2021

### OFFER OF APPOINTMENT

With reference to your application dated 07/03/2020 and subsequent Written Test held on 21/10/2021 for the post of System Administrator, Management of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an Offer of Appointment for the post of System Administrator as per 7<sup>th</sup> Pay Commission at Pay Matrix Level -6, your Basic Pay is 35,400/- along with other allowances applicable from time to time.

### TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service: -

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your work with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a System Administrator.
5. You have to perform all work assigned to you of whatever nature it may be by your all superiors and Management.

6. You should have thorough knowledge of System monitoring and maintenance including configuration & security management, patching, automation, hardening and system upgrades. Ensuring overall system and server uptime, availability, reliability and security. Troubleshooting server-side issues as they arise and to keep the inventory of equipment, material and supplies used in IT/Computer Section.
7. You must acquire good knowledge of networking and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
8. You are bound to do outdoor and indoor activities and work of the College as and when required.
9. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the Service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
12. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of any staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.
16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).

17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
19. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
24. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
25. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.

26. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
27. Your absence from work and /or reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
29. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth, (b) academic qualifications, (c) Relieving order from your present employer, (d) PAN card, (e) Aadhar Card and (f) Six passport size photographs, at the time of your joining or earlier.
30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
31. You have to obtain Medical Fitness certificate before joining either from Asilo Hospital Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
33. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
34. If your acceptance is not received upto 30<sup>th</sup> November, 2021, then your offer of appointment is liable to be cancelled.

35. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
36. You have to obey the instructions and do the work assigned to you by all your supervisors.
37. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
38. You are not Government employee but appointed by the Management of Prabodhan Education Society
39. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
40. Late coming will not be tolerated.

Only if above terms and condition are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and other condition are acceptable, so that management may offer you an appointment order. If terms and conditions are not acceptable and agreeable, then also inform us accordingly.



(Dr. Bhushan V Bhave)  
PRINCIPAL



To,  
**Shri. Balaji Das Naik,**  
H.No. 947, B.B. Borkar Road,  
Porvorim - Bardez,  
Goa, 403521



॥विद्या सर्वस्य भूषणम्॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)

Ref:VPCCECM/Appt./2021-22/689

Date: 3rd January, 2022

To,  
**Shri. Balaji Das Naik,**  
H.No. 947, B.B. Borkar Road,  
Porvorim, Bardez,  
Goa, 403521

### ORDER OF APPOINTMENT

With reference to our offer of appointment VPCCECM/Appt./2021-22/525 dated 20/11/2021 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter no. ACAD/AC-21/163/NOC/TS/NTS/DHE/2019/PF-II/5764 dated 27/12/2021 (copy enclosed), the Governing Body/Managing Committee of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to appoint you as **System Administrator**, Group C w.e.f. 25<sup>th</sup> November, 2021 in Pay Scale in Pay Matrix Level 6, your Basic Pay is Rs. 35,400/- along with other allowances applicable from time to time.

### TERMS AND CONDITIONS

Your appointment is on following TERMS AND CONDITIONS which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment will be on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If services are not found satisfactory then it will stand terminated with one month's notice.
2. You must do your work with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a System Administrator.

Page 1 of 5



4. You have to perform all work assigned to you of whatever nature it may be by your all superiors and Management.
5. You should have thorough knowledge of System monitoring and maintenance including configuration & security management, patching, automation, hardening and system upgrades. Ensuring overall system and server uptime, availability, reliability and security. Troubleshooting server-side issues as they arise and to keep the inventory of equipment, material and supplies used in IT/Computer Section.
6. You must acquire good knowledge of networking and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
7. You are bound to do outdoor and indoor activities and work of the College as and when required.
8. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the Service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
11. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.

14. You have to stay within a distance of 3 kms. from the College premises.
15. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).
16. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
17. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
18. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
19. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
20. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
21. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
22. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in

effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.

23. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
24. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
25. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
26. Your absence from work and /or reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
27. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
28. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
29. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.

30. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
31. You have to obey the instructions and do the work assigned to you by all your supervisors.
32. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
33. You are not Government employee but appointed by the Management of Prabodhan Education Society
34. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
35. Late coming will not be tolerated.

Kindly acknowledge the receipt of this ORDER.



**(Sanjay P Walavalkar)**

**Chairman**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management,  
Parvari – Goa





॥ विद्या सर्वस्य धूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)


Ref:VPCCECM/APPT/2021-22/1204

Date: 10<sup>th</sup> May, 2022

### CONFIRMATION ORDER

Shri. Gauresh Gurunath Bagli was appointed as Librarian Grade I w.e.f. 10<sup>th</sup> December, 2019 (vide Appointment Order No. VPCCECM/Appt/2019-20/620 dated 16/12/2019) and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Shri. Gauresh Gurunath Bagli as Librarian Grade I of the College with effect from 9<sup>th</sup> December, 2021.



  
(Sanjay P Walavalkar)  
Chairman

To,  
**Shri. Gauresh Gurunath Bagli,**  
Librarian Grade I,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥विद्या सर्वस्य भूषणम्॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

VPCCECM/Appt./2019-20/582

Date: 4<sup>th</sup> December, 2019

To,  
**Shri. Gauresh Gurunath Bagli,**  
H. No. 99, Bagliwada,  
Agarwada, Pernem  
Goa - 403512

### OFFER OF APPOINTMENT

With reference to your application dated 16/09/2019 and subsequent Written/Skill Test held on 25/10/2019 for the post of Librarian Grade I, Management of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an Offer of Appointment for the post of Librarian Grade I, Group C in VII Pay Scale in Pay Matrix Level – 5, your Basic Pay is Rs. 29,200/- along with other allowances applicable from time to time.

### TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service: -

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. Even after extension of probation if services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your work with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Librarian Grade I.

5. You have to perform duties of Library and other administrative work assigned to you of whatever nature it may be by your all superiors and Management.
6. You should have thorough knowledge of Library work, computer applications such as Microsoft Office, Excel, Internet, Power Point and Library Software's will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based so that paper less correspondence will be effective.
8. You are bound to do outdoor and indoor activities and work of the Library / Office as and when required.
9. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the Service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
12. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of Library staff, you have to share the work of the person who is absent/or on leave. Utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.
16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed

to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, telephone no. etc.).

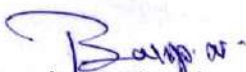
17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
19. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations and Code of Conduct that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions and code of conduct as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
24. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.



25. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
26. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
27. Your absence from work and /or reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
29. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth, (b) academic qualifications, (c) Relieving order from your present employer, (d) PAN card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
31. You have to obtain Medical Fitness certificate before joining either from Asilo Hospital Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
33. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.

34. If your acceptance is not received upto 10/12/2019, then your offer of appointment is liable to be cancelled.
35. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
36. You have to obey the instructions and do the work assigned to you by all your supervisors.
37. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
38. You are not Government employee but appointed by the Management of Prabodhan Education Society
39. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
40. Late coming will not be tolerated.

Only if above terms and condition are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and other condition are acceptable, so that management may offer you an appointment order. If terms and conditions are not acceptable and agreeable, then also inform us accordingly.

  
(P.N. Bhate)  
CHAIRMAN



Accepted: \_\_\_\_\_

Dated: \_\_\_\_\_



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

VPCCECM/Appt./2019-20/620

Date: 16<sup>th</sup> December, 2019

To,  
**Shri. Gauresh Gurunath Bagli,**  
H.No. 99, Bagliwada,  
Agarwada, Pernem,  
Goa - 403512

### ORDER OF APPOINTMENT

With reference to our offer of appointment VPCCECM/Appt./2019-20/582 dated 04/12/2019 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter no. 9/408/2013-14/DHE/PF-I/7200 dated 29/11/2019 (copy enclosed), the Governing Body/Managing Committee of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to appoint you as **Librarian Grade I**, Group C w.e.f. 10<sup>th</sup> December, 2019 in Pay Scale in Pay Matrix Level 5, your Basic Pay is Rs. 29,200/- along with other allowances applicable from time to time.

Your appointment is on following TERMS AND CONDITIONS which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory, during the period of probation. If services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do your work with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Librarian Grade I.
4. You have to perform all Library work assigned to you of whatever nature it may be by your all superiors and Management.

5. You should have thorough knowledge of Library work, Library ERP system, computer applications such as Microsoft Office, Excel, Internet, Power Point and Tally, Corel Draw, Pagemaker, Programming and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
7. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
8. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the Service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
11. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any Library Staff or any other staff, you have to share the work of the person who is absent/or on leave. Utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
14. You have to stay within a distance of 3 kms. from the College premises.
15. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).

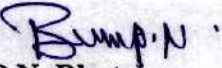
16. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
17. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
18. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
19. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
20. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
21. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that are and may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
22. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules, regulations and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
23. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
24. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.

25. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
26. Your absence from work and /or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
27. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
28. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth, (b) academic qualifications, (c) Relieving order from your present employer, (d) PAN card, (e) Aadhar Card and (f) Six passport size photographs, at the time of your joining or earlier.
29. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
30. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
31. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
32. You have to obey the instructions and do the work assigned to you by all your superiors.
33. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
34. You are not Government employee but appointed by the Management of Prabodhan Education Society

35. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.

36. Late coming and early going will not be tolerated.

Please acknowledge the receipt of this ORDER.

  
(P.N. Bhate)  
**CHAIRMAN**  
Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari – Goa





॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

## Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/APPT/2016-17/384

Date: 12<sup>th</sup> November, 2016

### CONFIRMATION ORDER

Mr. Prabhakar Keshav Kavlekar was appointed as Peon w.e.f. 24<sup>th</sup> June, 2013 vide Appointment Order No. VPCCECM/Appt./2013-14/184 dated 30/11/2013 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Prabhakar Keshav Kavlekar as Peon of the College with effect from 23<sup>rd</sup> June, 2015.



  
(Shri. P. N. Bhate)  
Chairman

To,  
**Mr. Prabhakar Keshav Kavlekar,**  
Peon,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa.

#### Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File





॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/83

Date: 24<sup>th</sup> June, 2013

## OFFER OF APPOINTMENT

With reference to your application and Subsequent interview held on 17<sup>th</sup> June 2013 for the Post of Peon, The Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of appointment for the post of **Peon** Group D class IV in the scale of ₹ 5,200 - 20,000 + GP of ₹ 1,800 along with other allowances as applicable from time to time.

## TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.

1. Your appointment is subject to approval by the Directorate of Higher Education.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
6. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.

8. In absence of other Group D Staff, during exigencies duties of other Staff if assigned to you then it needs to be performed in the interest of the institution.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
14. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
15. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
16. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
17. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
18. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
19. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
20. Late coming will not be tolerated.
21. You must use uniform while on duty.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhat)  
CHAIRMAN

To,  
Mr. Prabhakar K. Kavlekar  
Calapur, Olddlem Bhat, Tiswadi Goa.



॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521  
Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/184

Date : 16/10/2013  
30/11/13

## ORDER OF APPOINTMENT

With reference to our offer of appointment No. VPCCECM/Appt./2013-14/83 dated 24<sup>th</sup> June 2013 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/408/2013-14/DHE/2449 dated 15/10/2013 (copy enclosed), Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari – Goa is please to appoint you w.e.f. 24<sup>th</sup> June 2013 to the post of **Peon** Group D class IV in the scale of ₹ 5,200 - 20,000 + GP of ₹ 1,800 along with other allowances as applicable from time to time.

Your appointment is on the following TERMS AND CONDITIONS OF SERVICES which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory even during extended period of Probation then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen, tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
3. You are governed by the service rule and regulations in force from time to time.
4. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
5. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
6. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.

7. In absence of other Group D Staff, Watchman and Gardener during exigencies, duties of other Staff if assigned to you then it needs to be performed in the interest of the institution.
8. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
9. You have to stay within a distance of 3 kms. from the college premises.
10. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
11. You have to obey instructions and do the work assigned to you by your all superiors.
12. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
13. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview and as per acceptance of offer of appointment.
14. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
15. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
16. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
17. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
18. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
19. Late coming will not be tolerated.
20. You must use uniform while on duty.
21. You are liable to work in shifts system assigned to you from time to time by rotation.

Please acknowledge receipt of this ORDER.

  
(P. N. Bhat)

CHAIRMAN

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa

To,  
Mr. Prabhakar K. Kavlekar  
Calapur, Olddlem Bhat,  
Tiswadi Goa.



॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph.: 2412089, 2411664

Email: vidya\_prabodhini@rediffmail.com

VPCCECM/Appt./2014-15/206A

Date:29/09/2014

## ORDER OF APPOINTMENT

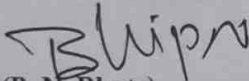
With reference to our offer of appointment No. VPCCECM/Appt./2014-15/159 dated 4<sup>th</sup> September 2014 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/408/2013-14/DHE/2495 dated 26/09/2014 (copy enclosed), Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari – Goa is please to appoint you w.e.f. 22<sup>nd</sup> September 2014 to the post of **Peon** Group D class IV in the scale of ₹ 4,440 – 7,400 + GP of ₹ 1,300 along with other allowances as applicable from time to time.

Your appointment is on the following TERMS AND CONDITIONS OF SERVICES which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory even during extended period of Probation then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen, tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
3. You are governed by the service rule and regulations in force from time to time.
4. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
5. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
6. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
7. In absence of other Group D Staff, Watchman and Gardener during exigencies, duties of other Staff if assigned to you then it needs to be performed in the interest of the institution.

8. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
9. You have to stay within a distance of 3 kms. from the college premises.
10. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
11. You have to obey instructions and do the work assigned to you by your all superiors.
12. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
13. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview and as per acceptance of offer of appointment.
14. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
15. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
16. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
17. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
18. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
19. Late coming will not be tolerated.
20. You must use uniform while on duty.
21. You are liable to work in shifts system assigned to you from time to time by rotation.

Please acknowledge receipt of this ORDER.

  
(P. N. Bhate)

CHAIRMAN

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa

To,

**Mr. Prakash Pandurang Gauns,**  
H.No. 110, Ward No. 14,  
Samta Nagar, Khorlim,  
Mapusa - Goa.



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

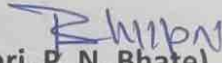
Ref:VPCCECM/APPT/2016-17/388

Date: 12<sup>th</sup> November, 2016

## CONFIRMATION ORDER

Mr. Prakash Pandurang Gauns was appointed as Peon w.e.f. 22<sup>nd</sup> September, 2014 vide Appointment Order No. VPCCECM/Appt./2014-15/206A dated 29/09/2014 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Prakash Pandurang Gauns as Peon of the College with effect from 21<sup>st</sup> September, 2016.



  
(Shri. P. N. Bhate)  
Chairman

To,  
**Mr. Prakash Pandurang Gauns,**  
Peon,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa.

### Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ विद्या सर्वम्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph.: 2412089, 2411664

Email: vidya\_prabodhini@rediffmail.com

Ref:VPCCECM/Appt./2014-15/159

4<sup>th</sup> September 2014

## OFFER OF APPOINTMENT

With reference to your application and Subsequent interview held on 26<sup>th</sup> August 2014 for the Post of Peon, The Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of appointment for the post of **Peon** Group D class IV in the scale of ₹ 4,440 – 7,400 + GP of ₹ 1,300 along with other allowances as applicable from time to time.

## TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.

1. Your appointment is subject to approval by the Directorate of Higher Education.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not still found satisfactory then it will stand terminated with one month's notice.
3. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group D, Class IV post which does not restrict type of work to be done by you.

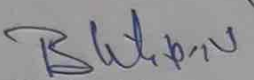


6. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
8. In absence of other Group D Staff, during exigencies duties of other Staff if assigned to you then it needs to be performed in the interest of the institution.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
14. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
15. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
16. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
17. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.

18. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
19. If your acceptance is not received upto 15/09/2014, then your offer of appointment is liable to be cancelled.
20. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card and (e) Three passport size photographs, at the time of your joining or earlier.
21. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
22. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
23. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
24. You may have to work in shift system assigned to you without any extra remuneration or facilities.
25. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
26. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
27. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
28. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.

29. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
30. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
31. Late coming will not be tolerated.
32. You must use uniform while on duty.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.



(P. N. Bhate)  
CHAIRMAN

To,  
**Mr. Prakash Pandurang Gauns**  
H.No. 110, Ward No. 14,  
Samta Nagar, Khorlim,  
Mapusa - Goa



॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)  
**Vidya Prabodhini College of Commerce, Education,  
Computer & Management**

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521  
Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/ 190

Date : 30/01/13  
07/10/2013

**APPOINTMENT ORDER**

With reference to our offer of appointment No. VPCCECM/Appt./2013-14/67 dated 7<sup>th</sup> June 2013 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/11/2000/HE/Vol-I/P.F/2185 dated 20/08/2013 (copy enclosed), Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini Collage of Commerce Education, Computer and Management, Parvari - Goa is please to appoint you as Lower Division Clerk w.e.f. 1<sup>st</sup> August 2013 in the scale of ₹ 5,200 - ₹ 20,200 + G.P. of ₹1,900 along with other allowances applicable from time to time.

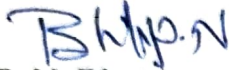
Your appointment is on following **TERMS AND CONDITIONS** which are acceptable by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory. During the period of probation, if services are not found satisfactory even during the extended period of probation then it will stand terminated with one month's notice.
2. You must do your duty with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Lower Division Clerk.
4. You have to perform all clerical work assigned to you of whatever nature it may be as assigned to you by your all superiors and Management.
5. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally. Programming and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.

7. You are bound to do outdoor and indoor activities and work of the office as and when required.
8. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
11. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work designed from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
14. You have to stay within a distance of 3 kms. from the College premises.
15. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
16. You have to obey the instructions and do the work assigned to you by your all supervisors.
17. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview and as per acceptance of offer of appointment.
18. You are not the Government employee but appointed by the Management of Prabodhan Education Society.
19. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
20. Late coming will not be tolerated.

21. You have to use uniform that will be assigned by the College Management in future while on duty.
22. You are liable to work in shifts system assigned to you from time to time by rotation.

Please acknowledge the receipt of this ORDER.



(P. N. Bhate)

CHAIRMAN

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa

To,  
Mr. Rajaram S. Sandye  
Kanekar Chal, Near Municiple Ground  
Valpoi Sattari Goa. 403506



PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer & Management**

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

॥ विद्या सर्वस्य भूषणम् ॥

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/APPT/2016-17/383

Date: 12<sup>th</sup> November, 2016

**CONFIRMATION ORDER**

Mr. Rajaram Suresh Sandye was appointed as Lower Division Clerk w.e.f. 1<sup>st</sup> August, 2013 vide Appointment Order No. VPCCECM/Appt./2013-14/190 dated 30/11/2013 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Rajaram Suresh Sandye as Lower Division Clerk of the College with effect from 31<sup>st</sup> July, 2015.



*Bhishan*  
(Shri. P. N. Bhate)  
Chairman

To,  
**Mr. Rajaram Suresh Sandye,**  
Lower Division Clerk,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa.

**Copy to-**

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/67

Date: 7<sup>th</sup> June, 2013

## OFFER OF APPOINTMENT

With reference to your application and Subsequent interview held on 03<sup>rd</sup> June, 2013 for the post of Lower Division Clerk, Management of Prabodhan Education Society's Vidya Prabodhini Collage of Commerce Education, Computer and Management is pleased to offer you an offer of Appointment for the post of Lower Division Clerk in the scale of ₹ 5,200 - ₹ 20,200 + G.P. of ₹1,900 along with other allowances applicable from time to time.

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service:-

1. Your appointment is subject to approval by the Directorate of Higher Education.
2. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory. During the period of probation, if services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your duty with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Lower Division Clerk.
5. You have to perform all clerical work assigned to you of whatever nature it may be as assigned to you by your all superiors and Management.
6. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally. Programming and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
8. You are bound to do outdoor and indoor activities and work of the office as and when required.
9. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.



12. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work designed from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.
16. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
17. You have to obey the instructions and do the work assigned to you by your all supervisors.
18. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview.
19. You are not the Government employee but appointed by the Management of Prabodhan Education Society.
20. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
21. Late coming will not be tolerated.
22. You have to use uniform that will be assigned by the College Management in future while on duty.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and condition are acceptable, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.



(P. N. Bhate)  
CHAIRMAN

To,  
Mr. Rajaram S. Sandye  
Kanekar Chal, Near Municiple Ground  
Valpoi Sattari Goa. 403506



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

Ref:VPCCECM/PF/2019-20/1001

Date: 26<sup>th</sup> June, 2020

## ORDER

On recommendation of the Departmental Promotion Committee, Shri. Rajaram Suresh Sandye, Upper Division Clerk, is promoted to the Post of Headclerk with effect from 28/01/2020 and be placed in the Pay Matrix Level – 6, Cell – 1 in the Pay Band PB-2 Rs. 9300 – Rs. 35400 + Grade Pay Rs. 4200 vide DHE letter No.: 9/408/2013-14/DHE/PF-I/1378 dated 24/06/2020 (copy enclosed).



  
(Shri. P.N.Bhate)

Chairman

Prabodhan Education Society

To.  
Shri. Rajaram Suresh Sandye,  
Upper Division Clerk,  
Vidya Prabodhini College of Commerce, Education,  
Computer and Management,  
Parvari – Goa

Copy to:

1. The Secretary, Prabodhan Education Society, Parvari – Goa.
2. Vice Principal
3. Accountant
4. Personal File
5. Guard File



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa, Affiliated to Goa University & Approved by NCTE))  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

VPCCECM/PF/2017-18/110

01/08/2017

## ORDER

On recommendation of the Departmental Promotion Committee, Mr. Rajaram Suresh Sandye, Lower Division Clerk, is Promoted to the Post of Upper Division Clerk with effect from 05/12/2016 and be placed in the Pay Band PB-1 Rs. 5200-Rs.20200 + Grade Pay Rs. 2400 vide letter No: 9/408/2013-14/DHE/PF-I 2872 dated 9<sup>th</sup> Jan, 2017.



*P.N. Bhate*  
Shri. P.N. Bhate  
Chairman

To,  
Mr. Rajaram S. Sandye,  
Lower Division Clerk,  
Vidya Prabodhini College of Commerce, Education,  
Computer and Management, Parvari-Goa.

Copy to:

1. The Secretary, Prabodhan Education Society, Parvari-Goa
2. Personal File
3. Guard File



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

Ref:VPCCECM/APPT/2019-20/740

Date: 23<sup>rd</sup> January, 2020

**CONFIRMATION ORDER**

Shri. Rajesh Saba Naik was appointed as Laboratory Attendant w.e.f. 14<sup>th</sup> November, 2016 (vide Appointment Order No. VPCCECM/Appt/2016-17/390 dated 14/11/2016) and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Shri. Rajesh Saba Naik as Laboratory Attendant of the College with effect from 13<sup>th</sup> November, 2018.

  
(Shri. P. N. B. Nate)  
Chairman

To,  
**Shri. Rajesh Saba Naik,**  
Laboratory Attendant,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

## Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/Appt./2016-17/338

Date: 31<sup>st</sup> October, 2016

### OFFER OF APPOINTMENT

With reference to your application dated 16/06/2016 and Subsequent skill test held on 21<sup>st</sup> October, 2016 for the Post of Laboratory Attendant, the Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of appointment for the post of **Laboratory Attendant**, Group D class IV in the scale of ₹ 4,440 – 7,440 + GP of ₹ 1,300 along with other allowances as applicable from time to time.

### TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.

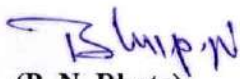
1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not still found satisfactory then it will stand terminated with one month's notice.
3. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Staircases, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
4. You must attend and help in maintaining and upkeeping computers in all the educational institution of Prabodhan Education Society.
5. You are governed by the service rule and regulations in force from time to time.

6. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
7. Whenever additional and late duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules otherwise without compensatory off or without additional remuneration. Completion of time bound work is utmost expected from you.
8. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
9. In absence of other Group D Staff, during exigencies duties of other Staff if assigned to you, it needs to be performed in the interest of the institution. You have to share the work of the person who is absent or on leave. Utmost co-operation and co-ordination amongst the staff is most essential quality of work desired from each and everybody.
10. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
11. You have to stay within a distance of 3 kms. from the college premises.
12. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time anywhere during the tenure of service.
13. You have to obey instructions and do the work assigned to you by your all superiors.
14. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
15. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
16. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization, modern technology and development of the institution.

17. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
18. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
19. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, insolvent, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
20. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
21. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
22. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
23. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
24. You may have to work in shift system assigned to you without any extra remuneration or facilities.
25. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
26. You are not the government employee but appointed by the Management of the Prabodhan Education Society.

27. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
28. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
29. In absence of any staff, his/her duty needs to be shared by you along with other staff of Group D category including watchman.
30. This being an educational institution, you should not Smoke, chew pan – tobacco or consume alcoholic drink or narcotic drug during working hours or off time.
31. Late coming and early going will not be tolerated.
32. You must use uniform while on duty.
33. If your acceptance is not received upto 15<sup>th</sup> November 2016, then your offer of appointment is liable to be cancelled.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhate)  
CHAIRMAN



To,  
**Shri. Rajesh Saba Naik**  
H.No. 40/B, Gauthanwada,  
Mopa, Pedne – Goa, 403512.





॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

## Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/Appt./2016-17/390

Date: 14<sup>th</sup> November, 2016

### ORDER OF APPOINTMENT

With reference to our offer of appointment No. VPCCECM/Appt./2016-17/338 dated 31<sup>st</sup> October, 2016 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/406/2013-14/DHE/PF-III(N-Teach)/2320 dated 09/11/2016, the Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari – Goa is pleased to appoint you w.e.f. 14<sup>th</sup> November, 2016 to the post of **Laboratory Attendant** Group D class IV in the scale of ₹ 4,440 – 7,400 + GP of ₹ 1,300 along with other allowances as applicable from time to time.

Your appointment is on the following TERMS AND CONDITIONS OF SERVICES which are accepted by you unconditionally as per our offer of appointment.


1. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Staircases, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
3. You must attend and help in maintaining and upkeeping computers in all the educational institution of Prabodhan Education Society.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group D, Class IV post which does not restrict type of work to be done by you.

6. Whenever additional and late duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules otherwise without compensatory off or without additional remuneration. Completion of time bound work is utmost expected from you.
7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
8. In absence of other Group D Staff, during exigencies duties of other Staff if assigned to you, it needs to be performed in the interest of the institution. You have to share the work of the person who is absent or on leave. Utmost co-operation and co-ordination amongst the staff is most essential quality of work desired from each and everybody.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time anywhere during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
14. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
15. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization, modern technology and development of the institution.
16. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.

17. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
18. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, insolvent, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
19. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
20. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
21. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
22. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
23. You may have to work in shift system assigned to you without any extra remuneration or facilities.
24. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
25. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
26. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.

27. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
28. In absence of any staff, his/her duty needs to be shared by you along with other staff of Group D category including watchman.
29. This being an educational institution, you should not Smoke, chew pan – tobacco or consume alcoholic drink or narcotic drug during working hours or off time.
30. Late coming and early going will not be tolerated.
31. You must use uniform while on duty.

Please acknowledge receipt of this ORDER.

  
(P. N. Bhate)  
**CHAIRMAN**  
Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa



To,  
**Mr. Rajesh Saba Naik,**  
H.No. 40/B, Gauthanwada,  
Mopa, Pedne, Goa, 403512



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer & Management**

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/APPT/2017-18/570

Date: 27<sup>th</sup> February, 2018

### CONFIRMATION ORDER

Mr. Rohit alias Manohar Shivdas Pilankar was appointed as Data Entry Operator cum Office Assistant w.e.f. 16<sup>th</sup> February, 2016 vide Appointment Order No. VPCCECM/Appt./2015-16/488 dated 16/02/2016 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Rohit alias Manohar Shivdas Pilankar as Data Entry Operator cum Office Assistant of the College with effect from 15<sup>th</sup> February, 2018.



*P. N. Bhate*  
**(P. N. Bhate)**  
Chairman

To,  
**Mr. Rohit alias Manohar Shivdas Pilankar,**  
Data Entry Operator cum Office Assistant,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

**Vidya Prabodhini College of Commerce, Education,  
Computer & Management**

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: (0832) 2410500/2413600, Fax : (0832) 2410500

Email: [vidyaprabodhinigoa@gmail.com](mailto:vidyaprabodhinigoa@gmail.com)

[www.vidyaprabodhnicollege.com](http://www.vidyaprabodhnicollege.com)

VPCCECM/Appt./2015-16/292

30<sup>th</sup> October, 2015

**OFFER OF APPOINTMENT**

With reference to your application dated 07/07/2015 and Subsequent interview held on 19<sup>th</sup> October, 2015 for the post of Data Entry Operator cum Office Assistant, Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of Appointment for the post of **Data Entry Operator cum Office Assistant** in the scale of ₹ 5,200 - ₹ 20,200 + G.P. of ₹ 1,900/- along with other allowances applicable from time to time.

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service:-

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory, during the period of probation, if services are not still found satisfactory then it will stand terminated with one month's notice.
3. You must do your duty with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Data Entry Operator cum Office Assistant.
5. You have to perform all data entry and clerical work assigned to you of whatever nature it may be by your all superiors and Management.
6. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally. Programming, Web designing and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.


7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
8. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
9. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
12. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.
16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.)
17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.

19. You shall endeavor to serve and promote Institute's interests and earn Management's and other colleagues confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you, depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
24. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as the property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
25. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
26. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.
27. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.



- c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
29. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
  30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
  31. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
  32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
  33. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
  34. If your acceptance is not received upto 14<sup>th</sup> November 2015, then your offer of appointment is liable to be cancelled.
  35. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at anytime and anywhere during the tenure of your service.
  36. You have to obey the instructions and do the work assigned to you by your all supervisors.
  37. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview.
  38. You are not the Government employee but appointed by the Management of Prabodhan Education Society.
  39. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug , smoking, chewing Pan, Tobacco during working hours or off time.
  40. Late coming and early going will not be tolerated.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and condition are acceptable, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhate)  
CHAIRMAN

To,  
**Mr. Rohit S Pilankar,**  
Near Saibaba Temple,  
Canca Bandh, Mapusa - Goa





॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

**Vidya Prabodhini College of Commerce, Education,  
Computer & Management**

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: (0832) 2410500/2413600, Fax : (0832) 2410500

Email: [vidyaprabodhinigoa@gmail.com](mailto:vidyaprabodhinigoa@gmail.com)

[www.vidyaprabodhnicollege.com](http://www.vidyaprabodhnicollege.com)

VPCCECM/Appt./2015-16/488

Date: 16<sup>th</sup> February, 2016

**ORDER OF APPOINTMENT**

With reference to our offer of appointment No. VPCCECM/Appt./2015-16/292 dated 30<sup>th</sup> October, 2015 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/406/2013-14/DHE/PF-III(N-Tech)/89 dated 08/01/2016 (copy enclosed), the Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce Education, Computer and Management, Parvuri – Goa is pleased to appoint you as **Data Entry Operator cum Office Assistant** w.e.f. 16<sup>th</sup> February, 2016 in the scale of ₹ 5,200 - ₹ 20,200+ G.P. of ₹1,900 along with other allowances applicable from time to time.

Your appointment is on the following **TERMS AND CONDITIONS** which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory, during the period of probation, if services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do your duty with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Data Entry Operator cum Office Assistant.
4. You have to perform all data entry and clerical work assigned to you of whatever nature it may be by your all superiors and the Management.

5. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally. Programming, Web designing and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
7. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
8. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
11. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
14. You have to stay within a distance of 3 kms. from the College premises.
15. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.)

16. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
17. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
18. You shall endeavor to serve and promote Institute's interests and earn Management's and other colleagues confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
19. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
20. In addition to the assignments given to you, you will also have to carry out any other job assigned to you, depending upon the exigencies of work.
21. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
22. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
23. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as the property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
24. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
25. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.

26. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
27. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
28. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
29. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
30. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
31. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
32. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
33. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at anytime and anywhere during the tenure of your service.
34. You have to obey the instructions and do the work assigned to you by your all supervisors.
35. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview.
36. You are not the Government employee but appointed by the Management of Prabodhan Education Society.

37. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug , smoking, chewing Pan, Tobacco during working hours or off time.

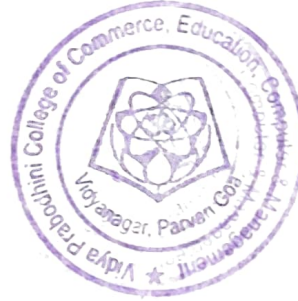
38. Late coming and early going will not be tolerated.

Please acknowledge the receipt of this ORDER.

  
(P. N. Bhate)

**CHAIRMAN**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa



To,

**Mr. Rohit alias Manohar Shivdas Pilankar,**

H.No. 413, Near Saibaba Temple,

Canca Bandh, Mapusa

Bardez – Goa 403 510



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)


Ref:VPCCECM/PF/2020-21/910

Date: 8<sup>th</sup> June, 2021

## ORDER

On recommendation of the Departmental Promotion Committee, Shri. Rohit alias Manohar Shivdas Pilankar, Lower Division Clerk, is promoted to the Post of Upper Division Clerk with effect from 22/03/2021 and be placed in the Pay Band PB-1 Rs. 5200 – Rs. 20200 + Grade Pay Rs. 2400 vide DHE letter No.: ACAD/AC-21/NOC/NTS/DHE/2019/967 dated 26/05/2021 (copy enclosed).



  
**Shri. Sanjay P Walavalkar**  
Chairman  
Prabodhan Education Society

To.

Shri. Rohit alias Manohar Shivdas Pilankar,  
Upper Division Clerk,  
Vidya Prabodhini College of Commerce, Education,  
Computer and Management,  
Parvari – Goa

Copy to:

1. The Secretary, Prabodhan Education Society, Parvari – Goa
2. Personal File
3. Guard File





॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521  
Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/189

Date: 25<sup>th</sup> October 2013


## APPOINTMENT ORDER

With reference to our offer of appointment No. VPCCECM/Appt./2013-14/65 dated 7<sup>th</sup> June 2013 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide letter No. 9/11/2000/HE/Vol-I/P.F/2185 dated 20/08/2013 (copy enclosed), Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce Education, Computer and Management, Parvari - Goa is please to appoint you as ACCOUNTANT w.e.f. 19/10/2013 in the scale of ₹ 9,300 - ₹ 34,800 + G.P. of ₹ 4,200 along with other allowances applicable from time to time.

Your appointment is on following terms and conditions which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further for another one year if your services are not found satisfactory. During the period of probation, if services are not found satisfactory even during the extended period of probation then it will stand terminated with one month's notice.
2. You must do your duty with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of an ACCOUNTANT.
4. You have to perform all clerical work assigned to you of whatever nature as assigned to you by your all superiors and Management.
5. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally **compulsorily**. Programming and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
7. You are bound to do outdoor and indoor activities and work of the office as and when required.
8. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.

9. You are governed by the service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
11. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
14. You have to stay within a distance of 3 kms. from the College premises.
15. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
16. You have to obey the instructions and do the work assigned to you by your all supervisors.
17. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview and as per acceptance of offer of appointment.
18. You are not the Government employee but appointed by the Management of Prabodhan Education Society.
19. Being this an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
20. Late coming will not be tolerated.
21. You have to use uniform that will be assigned by the College management in future while on duty.
22. You are liable to work in shift system assigned to you from time to time by rotation

  
(Shri. P. N. Bhate)  
CHAIRMAN  
Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa

To,  
Mr. Shrishkumar Shahaji Patil  
H. No. 178/26, Parvati Kunj,  
Narayan Nagar, Honda - Sattari - Goa.



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

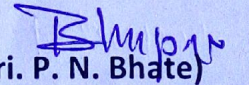
Ref:VPCCECM/APPT/2016-17/386

Date: 12<sup>th</sup> November, 2016

## CONFIRMATION ORDER

Mr. Shrishkumar Shahaji Patil was appointed as Accountant w.e.f. 19<sup>th</sup> October, 2013 vide Appointment Order No. VPCCECM/Appt./2013-14/189 dated 30/11/2013 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Shrishkumar Shahaji Patil as Accountant of the College with effect from 19<sup>th</sup> October, 2015.



  
(Shri. P. N. Bhat)  
Chairman

To,  
**Mr. Shrishkumar Shahaji Patil,**  
Accountant,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa.

### Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ विद्या सर्वम्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

**Vidya Prabodhini College of Commerce, Education,  
Computer & Management**

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: (0832) 2410500/2413600, Fax : (0832) 2410500

Email: [vidyaprabodhinigoa@gmail.com](mailto:vidyaprabodhinigoa@gmail.com)

[www.vidyaprabodhnicollege.com](http://www.vidyaprabodhnicollege.com)

VPCCECM/Appt./2015-16/293

30<sup>th</sup> October, 2015

**OFFER OF APPOINTMENT**

With reference to your application dated 11/07/2015 and Subsequent interview held on 19<sup>th</sup> October, 2015 for the post of Data Entry Operator cum Office Assistant, Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of Appointment for the post of **Data Entry Operator cum Office Assistant** in the scale of ₹ 5,200 - ₹ 20,200 + G.P. of ₹ 1,900/- along with other allowances applicable from time to time.

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service:-


1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory, during the period of probation, if services are not still found satisfactory then it will stand terminated with one month's notice.
3. You must do your duty with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Data Entry Operator cum Office Assistant.
5. You have to perform all data entry and clerical work assigned to you of whatever nature it may be by your all superiors and Management.
6. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally. Programming, Web designing and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.

7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
8. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
9. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
12. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.
16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.)
17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.

19. You shall endeavor to serve and promote Institute's interests and earn Management's and other colleagues confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you, depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
24. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as the property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
25. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
26. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.
27. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.

- c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
29. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
31. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
33. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
34. If your acceptance is not received upto 7<sup>th</sup> November 2015, then your offer of appointment is liable to be cancelled.
35. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at anytime and anywhere during the tenure of your service.
36. You have to obey the instructions and do the work assigned to you by your all supervisors.
37. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview.
38. You are not the Government employee but appointed by the Management of Prabodhan Education Society.
39. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug, smoking, chewing Pan, Tobacco during working hours or off time.
40. Late coming and early going will not be tolerated.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and condition are acceptable, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhate)  
CHAIRMAN

To,  
**Mr. Siddhesh R Naik,**  
H.No. 225, Ramnagar,  
Betim, Bardez – Goa





॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

## **Vidya Prabodhini College of Commerce, Education, Computer & Management**

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/78

Date: 10<sup>th</sup> June, 2013

### OFFER OF APPOINTMENT

With reference to your application and Subsequent interview held on 4<sup>th</sup> June 2013 for the Post of Library Attendant, The Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you the offer of appointment for the post of **Library Attendant** Group D class IV in the scale of ₹5,200 – 20,000 + GP of ₹ 1,800 along with other allowances as applicable from time to time.

### TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.

1. Your appointment is subject to approval by the Directorate of Higher Education.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Library, Binding of Books, Journals, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans cupboards, books etc. that will be assigned to you by your all superiors.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
6. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.

8. In absence of Watchman/Gardener, during exigencies duties of Watchman or Gardner if assigned to you then it needs to be performed in the interest of the institution.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
14. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
15. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
16. Your office timing will be minimum 7½ hours per day excluding lunch break during 6 working days in a week.
17. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
18. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
19. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
20. Late coming will not be tolerated.
21. You should not leave premises without giving charge to another watchman.
22. You must use uniform while on duty.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhate)  
CHAIRMAN

To  
Sidhesh R. Naik  
H No. 225, Ramnagar – Betim,  
Bardez Goa. 403101



॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

**Vidya Prabodhini College of Commerce, Education,  
Computer & Management**

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/183

Date: 16/10/2013  
30/11/13

**ORDER OF APPOINTMENT**


With reference to our offer of appointment No. VPCCECM/Appt./2013-14/78 dated 10<sup>th</sup> June 2013 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/408/2013-14/DHE/2449 dated 15/10/2013 (copy enclosed), Governing Body, Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari - Goa is please to appoint you w.e.f. 19<sup>th</sup> June 2013 to the post of **Library Attendant** Group D class IV in the scale of ₹5,200 – 20,000 + GP of ₹ 1,800 along with other allowances as applicable from time to time.

Your appointment is on the following **TERMS AND CONDITIONS OF SERVICES** which are accepted by you unconditionally, as per our offer of appointment.

1. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory even during the extended period of probation then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Library, Binding of Books, Journals, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's. Furniture, Fans cupboards, books etc. that will be assigned to you by your all superiors.
3. You are governed by the service rule and regulations in force from time to time.
4. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
5. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
6. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.

7. In absence of Watchman/Gardener any group D staff, during exigencies duties of Watchman or Gardner or any group D staff if assigned to you then it needs to be performed in the interest of the institution.
8. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
9. You have to stay within a distance of 3 kms. from the college premises.
10. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
11. You have to obey instructions and do the work assigned to you by your all superiors.
12. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
13. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview and as per acceptance of offer of appointment.
14. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
15. Your office timing will be minimum 7½ hours per day excluding lunch break during 6 working days in a week.
16. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
17. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
18. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
19. Late coming will not be tolerated.
20. You should not leave premises without giving charge to another watchman.
21. You must use uniform while on duty.
22. You are liable to work in shifts system assigned to you from time to time by rotation.

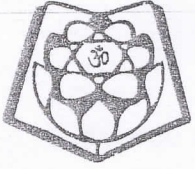
Please acknowledge receipt of this ORDER.

  
(P. N. Bhate)  
CHAIRMAN  
Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa

To  
Sidhesh R. Naik  
H No. 225, Ramnagar – Betim,  
Bardez Goa. 403101

॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S



# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa &amp; Affiliated to Goa University)

VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: (0832) 2410500/2413600, Fax : (0832) 2410500

Email: vidyaprabodhinigoa@gmail.com

www.vidyaprabodhnicollege.com

VPCCECM/Appt./2015-16/432

Date: 23<sup>rd</sup> January, 2016

## ORDER OF APPOINTMENT

With reference to our offer of appointment No. VPCCECM/Appt./2015-16/293 dated 30<sup>th</sup> October, 2015 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/406/2013-14/DHE/PF-III(N-Tech)/89 dated 08/01/2016 (copy enclosed), the Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce Education, Computer and Management, Parvari – Goa is pleased to appoint you as **Data Entry Operator cum Office Assistant** w.e.f. 12<sup>th</sup> January, 2016 in the scale of ₹ 5,200 - ₹ 20,200+ G.P. of ₹1,900 along with other allowances applicable from time to time.

Your appointment is on the following **TERMS AND CONDITIONS** which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further if your services are not found satisfactory, during the period of probation, if services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do your duty with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Data Entry Operator cum Office Assistant.
4. You have to perform all data entry and clerical work assigned to you of whatever nature it may be by your all superiors and the Management.

*[Signature]*  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.

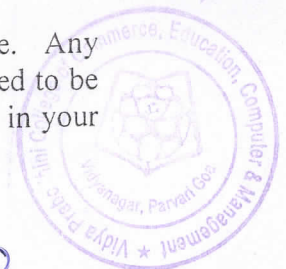


5. You should have thorough knowledge of typing with minimum 30 w.p.m., computer languages such as Microsoft Office, Excel, internet, Power point and Tally. Programming, Web designing and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
7. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
8. Your working hours per day will be 6½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
11. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
14. You have to stay within a distance of 3 kms. from the College premises.
15. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.)



PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.

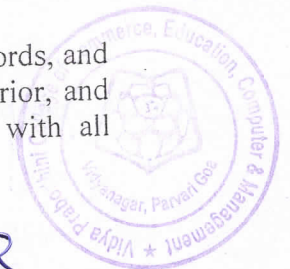


16. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
17. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
18. You shall endeavor to serve and promote Institute's interests and earn Management's and other colleagues confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
19. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
20. In addition to the assignments given to you, you will also have to carry out any other job assigned to you, depending upon the exigencies of work.
21. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
22. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
23. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as the property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
24. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
25. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.



PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.



26. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
27. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
28. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
29. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
30. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
31. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
32. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
33. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at anytime and anywhere during the tenure of your service.
34. You have to obey the instructions and do the work assigned to you by your all supervisors.
35. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you during the time of interview.
36. You are not the Government employee but appointed by the Management of Prabodhan Education Society.

  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.





37. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug , smoking, chewing Pan, Tobacco during working hours or off time.

38. Late coming and early going will not be tolerated.

Please acknowledge the receipt of this ORDER.

*P.N. Bhate*  
(P. N. Bhate)

**CHAIRMAN**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa



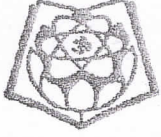
To,  
**Mr. Siddhesh R Naik,**  
H.No. 225, Ramnagar, Betim,  
Bardez - Goa 403 101

*Siddhesh R Naik*



*Siddhesh R Naik*  
**PRINCIPAL**

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.



PRABODHAN EDUCATION SOCIETY'S

52

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

॥ विद्या सर्वस्य भूषणम् ॥

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/APPT/2017-18/568

Date: 27<sup>th</sup> February, 2018

## CONFIRMATION ORDER

Mr. Siddhesh Ramesh Naik was appointed as Data Entry Operator cum Office Assistant w.e.f. 12<sup>th</sup> January, 2016 vide Appointment Order No. VPCCECM/Appt./2015-16/432 dated 23/01/2016 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Siddhesh Ramesh Naik as Data Entry Operator cum Office Assistant of the College with effect from 11<sup>th</sup> January, 2018.



*B. N. BHATE*  
(P. N. BHATE)  
Chairman

To,  
Mr. Siddhesh Ramesh Naik,  
Data Entry Operator cum Office Assistant,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

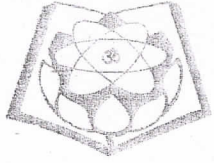
- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File

*S. Naik*  
0



*S. Naik*  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

60

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)


Ref:VPCCECM/PF/2019-20/356

Date: 12<sup>th</sup> September, 2019

## ORDER

On recommendation of the Departmental Promotion Committee, Shri. Siddhesh Ramesh Naik, Lower Division Clerk, is promoted to the Post of Upper Division Clerk with effect from 02/08/2019 and be placed in the Pay Band PB-1 Rs. 5200 - Rs. 20200 + Grade Pay Rs. 2400 vide DHE letter No.: ACAD/AC-21/NOC/NTS/DHE/2019/4794 dated 26/08/2019 (copy enclosed).



  
Shri. P.N. Bhate  
Chairman

Prabodhan Education Society

To.  
Shri. Siddhesh Ramesh Naik,  
Upper Division Clerk,  
Vidya Prabodhini College of Commerce, Education,  
Computer and Management,  
Parvari – Goa

Copy to:

1. The Secretary, Prabodhan Education Society, Parvari – Goa
2. Personal File
3. Guard File

*Received  
Naik  
19/09/2019*



PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.



PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

॥ विद्या सर्वस्य भूषणम् ॥

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/APPT/2016-17/381

Date: 12<sup>th</sup> November, 2016

## CONFIRMATION ORDER

Mr. Suhas Ramkrishna Malik was appointed as Peon w.e.f. 19<sup>th</sup> June, 2013 vide Appointment Order No. VPCCECM/Appt./2013-14/185 dated 30/11/2013 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Suhas Ramkrishna Malik as Peon of the College with effect from 18<sup>th</sup> June, 2015.



  
(Shri. P. N. Bhate)  
Chairman

To,  
**Mr. Suhas Ramkrishna Malik,**  
Peon,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa.

### Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/77

Date 10<sup>th</sup> June, 2013

## OFFER OF APPOINTMENT

With reference to your application and Subsequent interview held on 4<sup>th</sup> June 2013 for the Post of Gymkhana Peon, The Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you the offer of appointment for the post of **Gymkhana Peon** Group D class IV in the scale of ₹ 5,200 - 20,000 + GP of ₹ 1,800 along with other allowances as applicable from time to time.

## TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.

1. Your appointment is subject to approval by the Directorate of Higher Education.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Gymkhana, Ground, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
6. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.

8. In absence of Watchman/Gardener, during exigencies duties of Watchman or Gardner if assigned to you then it needs to be performed in the interest of the institution.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
14. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
15. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
16. Your office timing will be minimum 7½ hours per day excluding lunch break during 6 working days in a week.
17. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
18. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
19. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
20. Late coming will not be tolerated.
21. You should not leave premises without giving charge to another watchman.
22. You must use uniform while on duty.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.



(P. N. Bhate)  
CHAIRMAN

To  
Suhas R. Malik  
C/o Dr. Bhiwa L. Malik, F -6,  
Mansukh Apartment, Alto Porvarim, Goa. 403521



॥ ॐ ॥

॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)

VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph. : 2412089, 2411664

Ref. No.: VPCCECM/Appt./2013-14/

Date : 16/10/2013

## ORDER OF APPOINTMENT

With reference to our offer of appointment No. VPCCECM/Appt./2013-14/77 dated 10<sup>th</sup> June 2013 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/408/2013-14/DHE/2449 dated 15/10/2013 (copy enclosed), Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari - Goa is please to appoint you w.e.f. 19<sup>th</sup> June 2013 to the post of **Gymkhana Peon** Group D class IV in the scale of ₹ 5,200 – 20,000 + GP of ₹ 1,800 along with other allowances as applicable from time to time.

Your appointment is on the following TERMS AND CONDITIONS OF SERVICES which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory even during the extended period of probation then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Gymkhana, Ground, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
3. You are governed by the service rule and regulations in force from time to time.
4. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
5. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
6. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.

7. In absence of Watchman/Gardener and any other Group D staff, during exigencies duties of Watchman or Gardner or any Group D staff if assigned to you then it needs to be performed in the interest of the institution.
8. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
9. You have to stay within a distance of 3 kms. from the college premises.
10. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
11. You have to obey instructions and do the work assigned to you by your all superiors.
12. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
13. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview and as per acceptance of offer of appointment.
14. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
15. Your office timing will be minimum 7½ hours per day excluding lunch break during 6 working days in a week.
16. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
17. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
18. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
19. Late coming will not be tolerated.
20. You should not leave premises without giving charge to another watchman.
21. You must use uniform while on duty.
22. You are liable to work in shifts system assigned to you from time to time by rotation.

Please acknowledge receipt of this ORDER.



(P. N. Bhate)

CHAIRMAN

Prabodhan Education Society's

Vidya Prabodhini College of Commerce,

Education, Computer & Management

Parvari - Goa

To,

Suhas R. Malik

C/o Dr. Bhiwa L. Malik, F -6,

Mansukh Apartment,

Alto Porvarim, Goa. 403521





॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

Ref:VPCCECM/PF/2019-20/888

Date: 24<sup>th</sup> April, 2020

## ORDER

On recommendation of the Departmental Promotion Committee, Shri. Suhas Ramkrishna Malik, Multi Tasking Staff, is promoted to the Post of Lower Division Clerk with effect from 28/01/2020 and be placed in the Pay Matrix Level – 2, Cell – 5 in the Pay Band PB-1 Rs. 5200 – Rs. 20200 + Grade Pay Rs. 1900 vide DHE letter No.: 9/406/2017-18/DHE/PF-IV (N.T.)/226 dated 22/04/2020 (copy enclosed).

**Shri. P.N. Bhat**

Chairman

Prabodhan Education Society

To.

Shri. Suhas Ramkrishna Malik,  
Lower Division Clerk,  
Vidya Prabodhini College of Commerce, Education,  
Computer and Management,  
Parvari – Goa

Copy to:

1. The Secretary, Prabodhan Education Society, Parvari – Goa
2. Personal File
3. Guard File



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)


Ref:VPCCECM/APPT/2021-22/1205

Date: 10<sup>th</sup> May, 2022

**CONFIRMATION ORDER**

Shri. Suraj Gautam Sakhare was appointed as Junior Stenographer w.e.f. 10<sup>th</sup> December, 2019 (vide Appointment Order No. VPCCECM/Appt/2019-20/619 dated 16/12/2019) and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Shri. Suraj Gautam Sakhare as Junior Stenographer of the College with effect from 9<sup>th</sup> December, 2021.



  
(Sanjay P Walavalkar)  
Chairman

To,  
**Shri. Suraj Gautam Sakhare,**  
Junior Stenographer,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa



विद्या सर्वज्ञ भूषणम्

PRABODHAN EDUCATION SOCIETY'S

# Vidya Prabodhini College of Commerce, Education, Computer and Management

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

VPCCECM/Appt./2019-20/581

Date: 4<sup>th</sup> December, 2019

To,  
**Shri. Suraj Gautam Sakhare,**  
H. No. E-33, Housing Board,  
Ekta Nagar, Mapusa,  
Goa – 403507.

## OFFER OF APPOINTMENT

With reference to your application dated 20/09/2019 and subsequent Written/Skill Test held on 25/10/2019 for the post of Junior Stenographer, Management of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an Offer of Appointment for the post of Junior Stenographer, Group C in VII Pay Scale in Pay Matrix Level 4, your Basic Pay is Rs. 25,500/- along with other allowances applicable from time to time.

## TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service: -

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. Even after extension of probation if services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your work with utmost dedication and devotion.

4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Junior Stenographer.
5. You have to perform duties of Junior Stenographer and other administrative work assigned to you of whatever nature it may be by your all superiors and Management.
6. You should have thorough knowledge of short hand, letter drafting, computer applications such as Microsoft Office, Excel, Internet and Power Point will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based so that paper less correspondence will be effective.
8. You are bound to do outdoor and indoor activities and work of the Office as and when required.
9. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the Service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
12. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of Office staff, you have to share the work of the person who is absent/or on leave. Utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.

15. You have to stay within a distance of 3 kms. from the College premises.
16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, telephone no. etc.).
17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
19. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations and Code of Conduct that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules, conditions and code of conduct as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.

24. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
25. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
26. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
27. Your absence from work and /or reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
29. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth, (b) academic qualifications, (c) Relieving order from your present employer, (d) PAN card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
31. You have to obtain Medical Fitness certificate before joining either from Asilo Hospital Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.

32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
33. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
34. If your acceptance is not received upto 10/12/2019, then your offer of appointment is liable to be cancelled.
35. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
36. You have to obey the instructions and do the work assigned to you by all your supervisors.
37. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
38. You are not Government employee but appointed by the Management of Prabodhan Education Society
39. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
40. Late coming will not be tolerated.

Only if above terms and condition are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and other condition are acceptable, so that management may offer you an appointment order. If terms and conditions are not acceptable and agreeable, then also inform us accordingly.

  
(P.N. Bhate)  
CHAIRMAN

Accepted:  \_\_\_\_\_

Date: 6/12/19



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvuri, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

VPCCECM/Appt./2019-20/619

Date: 16<sup>th</sup> December, 2019

To,  
**Shri. Suraj Gautam Sakhare,**  
H.No. E-33, Housing Board,  
Ekta Nagar, Mapusa,  
Goa - 403507

### ORDER OF APPOINTMENT

With reference to our offer of appointment VPCCECM/Appt./2019-20/581 dated 04/12/2019 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter no. 9/408/2013-14/DHE/PF-I/7200 dated 29/11/2019 (copy enclosed), the Governing Body/Managing Committee of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to appoint you as **Junior Stenographer, Group C** w.e.f. 10<sup>th</sup> December, 2019 in Pay Scale in Pay Matrix Level 4, your Basic Pay is Rs. 25,500/- along with other allowances applicable from time to time.

Your appointment is on following TERMS AND CONDITIONS which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory, during the period of probation. If services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do your work with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Junior Stenographer.
4. You have to perform all Stenographer work assigned to you of whatever nature it may be by your all superiors and Management.



5. You should have thorough knowledge of Shorthand 100 w.p.m. and Typing 40 w.p.m., computer applications such as Microsoft Office, Excel, Internet, Power Point and Tally, Corel Draw, Pagemaker, Programming and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based and it should be paperless correspondence.
7. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
8. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the Service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
11. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave. Utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
14. You have to stay within a distance of 3 kms. from the College premises.
15. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).

16. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
17. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
18. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
19. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
20. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
21. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that are and may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
22. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules, regulations and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
23. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
24. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.

25. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
26. Your absence from work and /or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
27. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
28. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth, (b) academic qualifications, (c) Relieving order from your present employer, (d) PAN card, (e) Aadhar Card and (f) Six passport size photographs, at the time of your joining or earlier.
29. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
30. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
31. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
32. You have to obey the instructions and do the work assigned to you by all your superiors.
33. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
34. You are not Government employee but appointed by the Management of Prabodhan Education Society

35. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.

36. Late coming and early going will not be tolerated.

Please acknowledge the receipt of this ORDER.

  
(P.N. Bhate)

**CHAIRMAN**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari – Goa



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)

VPCCECM/Appt./2021-22/524

Date: 20<sup>th</sup> November, 2021

### OFFER OF APPOINTMENT

With reference to your application dated 06/01/2020 and subsequent Physical/Written Test held on 11/10/2021 for the post of Instructor in Physical Education, Management of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an Offer of Appointment for the post of Instructor in Physical Education as per 7<sup>th</sup> Pay Commission at Pay Matrix Level -7, your Basic Pay is 44,900/- along with other allowances applicable from time to time.

### TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service: -

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your work with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Instructor in Physical Education.
5. You have to perform all work assigned to you of whatever nature it may be by your all superiors and Management.

Page 1 of 5

6. You should have thorough knowledge of training/coaching in physical education and sports techniques, organizing indoor & outdoor games for students, demonstrating use of gymnastic and other training apparatus, and to keep the inventory of equipment, material and supplies used in Physical Education and Sports.
7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
8. You are bound to do outdoor and indoor activities and work of the College as and when required.
9. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the Service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
12. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of any staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.
16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).
17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and

undertake to submit true and faithful information in all matters entrusted to you by the Management.

18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
19. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
24. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
25. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
26. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and


obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.

27. Your absence from work and /or reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
29. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth, (b) academic qualifications, (c) Relieving order from your present employer, (d) PAN card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
31. You have to obtain Medical Fitness certificate before joining either from Asilo Hospital Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
33. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
34. If your acceptance is not received upto 30<sup>th</sup> November, 2021 then your offer of appointment is liable to be cancelled.



35. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
36. You have to obey the instructions and do the work assigned to you by all your supervisors.
37. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
38. You are not Government employee but appointed by the Management of Prabodhan Education Society
39. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
40. Late coming will not be tolerated.

Only if above terms and condition are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and other condition are acceptable, so that management may offer you an appointment order. If terms and conditions are not acceptable and agreeable, then also inform us accordingly.

  
(Dr. Bhushan V Bhave)  
PRINCIPAL



To,  
**Shri. Swapnil Surendra Gaonkar,**  
H.No. 839/24, Swapnil Apt.,  
Golden Glades Colony, Sucorro,  
Alto- Porvorim- Goa 403521



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)

Ref. VPCCECM/Appt./2021-22/639

Date: 16<sup>th</sup> December, 2021

To,  
**Shri. Swapnil Surendra Gaonkar,**  
H.No. 839/24, Swapnil Appts.,  
Golden Glades Colony, Sucorro,  
Parvari – Bardez – Goa 403521

**ORDER OF APPOINTMENT**

With reference to our offer of appointment VPCCECM/Appt./2021-22/524 dated 20/11/2021 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter no. ACAD/AC-21/NOC/NTS/DHE/2019/4951 dated 19/11/2021 (copy enclosed), the Governing Body/Managing Committee of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to appoint you as **Instructor in Physical Education**, Group C w.e.f. 25<sup>th</sup> November, 2021 in Pay Scale in Pay Matrix Level 7, your Basic Pay is Rs. 44,900/- along with other allowances applicable from time to time.

Your appointment is on following TERMS AND CONDITIONS which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory, during the period of probation. If services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do your work with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of an Instructor in Physical Education.

Page 1 of 5

4. You have to perform all the work assigned to you of whatever nature it may be by your all superiors and Management.
5. You should have thorough knowledge of training/coaching in physical education and sports techniques, organizing indoor & outdoor games for students, demonstrating use of gymnastic and other training apparatus, and to keep the inventory of equipment, material and supplies used in Physical Education and Sports.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based and it should be paperless correspondence.
7. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
8. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the Service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
11. Whenever college functions/sports activities are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any staff, you have to share the work of the person who is absent/or on leave. Utmost co-operation and coordination amongst the staff are most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.

14. You have to stay within a distance of 3 kms. from the College premises.
15. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).
16. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
17. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
18. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
19. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
20. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
21. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that are and may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
22. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules, regulations and conditions as may be considered

expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.

23. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
24. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
25. On cessation of your service with us, you will hand over all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
26. Your absence from work and /or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
27. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
28. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
29. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.

30. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.

31. You have to obey the instructions and do the work assigned to you by all your superiors.

32. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.

33. You are not Government employee but appointed by the Management of Prabodhan Education Society.

34. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.

35. Late coming and early going will not be tolerated.

Please acknowledge the receipt of this ORDER.



**(Sanjay P. Walavalkar)**

**Chairman**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management,  
Parvari – Goa





॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

## Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph.: 2410500/2413600, Fax: 2410500  
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com  
info@vidyaprabodhnicollege.edu.in

Ref:VPCCECM/APPT/2016-17/389

Date: 12<sup>th</sup> November, 2016

### CONFIRMATION ORDER

Mr. Tareshwar Ramdas Adpaikar was appointed as Peon – Under Reserved Category (O.B.C.) w.e.f. 19<sup>th</sup> September, 2014 vide Appointment Order No. VPCCECM/Appt./2014-15/204A dated 29/09/2014 and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Mr. Tareshwar Ramdas Adpaikar as Peon – Under Reserved Category (O.B.C.) of the College with effect from 19<sup>th</sup> September, 2016.



  
(Shri. P. N. Bhate)  
Chairman

To,  
**Mr. Tareshwar Ramdas Adpaikar,**  
Peon – Under Reserved Category (O.B.C.),  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa.

#### Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph.: 2412089, 2411664

Email: vidya\_prabodhini@rediffmail.com

Ref:VPCCECM/Appt./2014-15/158

4<sup>th</sup> September 2014

## OFFER OF APPOINTMENT

With reference to your application and Subsequent interview held on 26<sup>th</sup> August 2014 for the Post of Peon, The Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of appointment for the post of **Peon - Reserved Category (OBC)** Group D class IV in the scale of ₹ 4,400 – 7,440 + GP of ₹ 1,300 along with other allowances as applicable from time to time.

## TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.

1. Your appointment is subject to approval by the Directorate of Higher Education.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not still found satisfactory then it will stand terminated with one month's notice.
3. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group D, Class IV post which does not restrict type of work to be done by you.

  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Paryari - Goa.





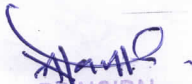
18. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
19. If your acceptance is not received upto 15/09/2014, then your offer of appointment is liable to be cancelled.
20. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card and (e) Three passport size photographs, at the time of your joining or earlier.
21. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
22. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
23. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
24. You may have to work in shift system assigned to you without any extra remuneration or facilities.
25. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
26. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
27. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
28. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.

  
PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.



6. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
8. In absence of other Group D Staff, during exigencies duties of other Staff if assigned to you then it needs to be performed in the interest of the institution.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
14. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
15. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
16. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
17. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.

  
PRINCIPAL  
Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvati - Goa.



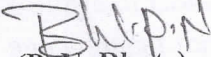
29. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.

30. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.

31. Late coming will not be tolerated.

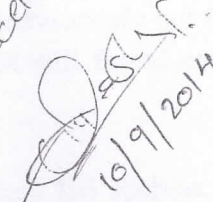
32. You must use uniform while on duty.

Only if above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhate)  
CHAIRMAN

To,

**Mr. Tareshwar Ramdas Adpaikar**  
H.No. 46/G, Gawali Moula,  
Goa Velha, Tiswadi,  
Goa - 403108.

Received  
  
10/9/2014



PRINCIPAL

Vidya Prabodhini College of Commerce,  
Education Computer & Management  
Vidyanagar, Parvari - Goa.





॥ विद्या सर्वस्य भूषणम् ॥

(PRABODHAN EDUCATION SOCIETY'S)

# Vidya Prabodhini College of Commerce, Education, Computer & Management

(Recognised by Government of Goa & Affiliated to Goa University)  
VIDYANAGAR, ALTO, PORVORIM - GOA (INDIA) 403 521

Ph.: 2412089, 2411664

Email: vidya\_prabodhini@rediffmail.com

VPCCECM/Appt./2014-15/204A

Date: 29/09/2014

## ORDER OF APPOINTMENT

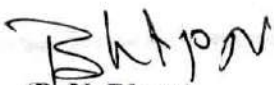
With reference to our Offer of Appointment No. VPCCECM/Appt./2014-15/158 dated 4<sup>th</sup> September 2014 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/408/2013-14/DHE/2495 dated 26/09/2014 (copy enclosed). Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari - Goa is please to appoint you w.e.f. 19<sup>th</sup> September 2014 to the post of **Peon- Under Reserved Category (O.B.C.)** Group D class IV in the scale of ₹ 4,400 – 7,440 + GP of ₹ 1,300 along with other allowances as applicable from time to time.

Your appointment is on the following TERMS AND CONDITIONS OF SERVICES which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not found satisfactory even during extended period of probation then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.
3. You are governed by the service rule and regulations in force from time to time.
4. Your post is Group D, Class IV post which does not restrict type of work to be done by you.
5. Whenever additional duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules.
6. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
7. In absence of other Group D Staff, Watchman and Gardener during exigencies duties of other Staff if assigned to you then it needs to be performed in the interest of the institution.

8. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
9. You have to stay within a distance of 3 kms. from the college premises.
10. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
11. You have to obey instructions and do the work assigned to you by your all superiors.
12. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group D staff.
13. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview and as per acceptance of offer of appointment.
14. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
15. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
16. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
17. In absence of any staff his/her duty needs to be shared by you along with other staff of Group D category.
18. This being an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
19. Late coming will not be tolerated.
20. You must use uniform while on duty.
21. You are liable to work in shifts system assigned to you from time to time by rotation.

Please acknowledge receipt of this ORDER.

  
(P. N. Bhate)

CHAIRMAN

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari - Goa

To

**Shri. Tareshwar Adpaikar**

H. No. 46/G, Gawali,  
Moula Velha, Tiswadi,  
Goa, 403108.



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)


Ref:VPCCECM/APPT/2021-22/

Date: 13<sup>th</sup> October, 2021

### CONFIRMATION ORDER

Shri. Vijay Prakash Kudnekar was appointed as a Lower Division Clerk w.e.f. 9<sup>th</sup> March, 2019 (vide Appointment Order No. VPCCECM/Appt./2018-19/705 dated 09/03/2019) and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Shri. Vijay Prakash Kudnekar as a Lower Division Clerk of the College with effect from 8<sup>th</sup> March, 2021.



  
(Sanjay P Walavalkar)  
Chairman

To,  
**Shri. Vijay Prakash Kudnekar,**  
Lower Division Clerk,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvuri, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

VPCCECM/Appt./2018-19/702

Date: 8<sup>th</sup> March, 2019

### OFFER OF APPOINTMENT

With reference to your application dated 15/01/2019 and subsequent Written/Skill Test held on 25/02/2019 for the post of Lower Division Clerk, Management of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an Offer of Appointment for the post of Lower Division Clerk – Under Reserved Category for OBC as per 7<sup>th</sup> Pay Commission Pay Matrix your Basic Pay is 19,900/- along with other allowances applicable from time to time.

### TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service: -

1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your work with utmost dedication and devotion.
4. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Lower Division Clerk.
5. You have to perform all clerical work assigned to you of whatever nature it may be by your all superiors and Management.

Page 1 of 5

6. You should have thorough knowledge of typing with minimum 30 w.p.m., computer applications such as Microsoft Office, Excel, Internet, Power Point and Tally, Corel Draw, Pagemaker, Programming and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
7. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
8. You are bound to do outdoor and indoor activities and work of the office as and when required.
9. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
10. You are governed by the Service Rules and Regulations in force from time to time.
11. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules.
12. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
13. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
14. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
15. You have to stay within a distance of 3 kms. from the College premises.
16. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).



17. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
18. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
19. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
20. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
21. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
22. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
23. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
24. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
25. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.

26. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
27. Your absence from work and /or reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
28. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
29. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth, (b) academic qualifications, (c) Relieving order from your present employer, (d) PAN card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
30. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
31. You have to obtain Medical Fitness certificate before joining either from Asilo Hospital Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
32. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
33. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
34. If your acceptance is not received upto 15<sup>th</sup> March, 2019, then your offer of appointment is liable to be cancelled.

35. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
36. You have to obey the instructions and do the work assigned to you by all your supervisors.
37. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
38. You are not Government employee but appointed by the Management of Prabodhan Education Society
39. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.
40. Late coming will not be tolerated.

Only if above terms and condition are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment clearly mentioning therein that terms and other condition are acceptable, so that management may offer you an appointment order. If terms and conditions are not acceptable and agreeable, then also inform us accordingly.

  
(P.N. Bhate)  
CHAIRMAN

To,  
**Shri. Vijay Prakash Kudnekar**  
H.No. 93, Ghateshwar Nagar,  
Khorlim – Mapusa - Goa



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

VPCCECM/Appt./2018-19/705

Date: 9<sup>th</sup> March, 2019

### ORDER OF APPOINTMENT

With reference to our offer of appointment VPCCECM/Appt./2018-19/702 dated 08/03/2019 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter no. 9/406/2013-14/DHE/PF-II(N-Teach)/6060 dated 07/03/2019 (copy enclosed), the Governing Body/Managing Committee of Probodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to appoint you as **Lower Division Clerk – Under Reserved Category for OBC** w.e.f 9<sup>th</sup> March, 2019 as per 7<sup>th</sup> Pay Commission Pay Matrix your Basic Pay is 19,900/- along with other allowances applicable from time to time.

Your appointment is on following TERMS AND CONDITIONS which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment is on probation for a period of two years, which can be extended further for a period of one more year if your services are not found satisfactory, during the period of probation. If services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do your work with utmost dedication and devotion.
3. You shall at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Lower Division Clerk.
4. You have to perform all clerical work assigned to you of whatever nature it may be by your all superiors and Management.

5. You should have thorough knowledge of typing with minimum 30 w.p.m., computer applications such as Microsoft Office, Excel, Internet, Power Point and Tally, Corel Draw, Pagemaker, Programming and C++ will be an added quality which you should try to obtain as early as possible and positively within one year's time at your own cost and time.
6. You must acquire good knowledge of drafting and advance computerizing so that our College correspondence should be effective, efficient and computerized based.
7. You are bound to do outdoor and indoor activities and work of the office as and when required and it must be completed on time as instructed by your superiors.
8. Your working hours per day will be 6 ½ hours excluding lunch break during 6 working days in a week.
9. You are governed by the Service Rules and Regulations in force from time to time.
10. Whenever additional duties are assigned to you during holidays, non-working days, you should carry out the same for compensatory off which may be availed if admissible under the Rules otherwise without any compensatory off. Completion of time bound work is utmost expected from you.
11. Whenever college functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
12. In absence of any clerical staff, you have to share the work of the person who is absent/or on leave utmost co-operation and coordination amongst the staff is most essential quality of work desired from each and every body.
13. Punctuality, obedience, regularity, sincerity, dedication and devotion to duty is a must being an educational institution.
14. You have to stay within a distance of 3 kms. from the College premises.
15. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).

16. You will undertake to carry out your duties diligently and faithfully, and to the best of your ability and skill. You will also show proper respect to your superiors and undertake to submit true and faithful information in all matters entrusted to you by the Management.
17. Management expects you to work diligently so that the services are rendered faithfully and loyally. Any leakage of information shall be treated as grave misconduct liable to be terminated from services forthwith.
18. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
19. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
20. In addition to the assignments given to you, you will also have to carry out any other job assigned to you depending upon the exigencies of work.
21. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.
22. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization and modern technology.
23. In the course of your service you may acquire or have access to confidential information and it will be condition of your employment that you treat this as property of the Institute and refrain from disclosing it to any outside party under any circumstances without the written permission of the Management.
24. Your employment at the institution being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.

25. On cessation of your service with us, you will handover all equipment, key records and other material of the institute, in your possession, to your Immediate Superior, and obtained a receipt of having returned the same, besides setting all accounts with all concerned departments.
26. Your absence from work and /or reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your service.
27. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
28. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth, (b) academic qualifications, (c) Relieving order from your present employer, (d) PAN card, (e) Aadhar Card and (f) Three passport size photographs, at the time of your joining or earlier.
29. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
30. You are supposed to use uniform as and when introduced by the Management while on duty. Uniform should be part of your dress.
31. You are liable to be transferred in any Institution/s managed by the Prabodhan Education Society at any time during the tenure of service.
32. You have to obey the instructions and do the work assigned to you by all your supervisors.
33. You have to devote 10-12 hours per week extra time as and when required as assured and agreed by you.
34. You are not Government employee but appointed by the Management of Prabodhan Education Society

35. Being this is an educational institution, you should not consume alcoholic drink or narcotic drug during working hours or off time.

36. Late coming will not be tolerated.

Please acknowledge the receipt of this ORDER.



(P.N. Bhate)

**CHAIRMAN**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari – Goa

To,

**Shri. Vijay Prakash Kudnekar**

H.No. 93, Ghateshwar Nagar,  
Khorlim – Mapusa - Goa





॥विद्या सर्वस्य भूषणम्॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1<sup>st</sup> Cycle)

Ref:VPCCECM/APPT/2021-22/206

Date: 10<sup>th</sup> May, 2022

**CONFIRMATION ORDER**

Shri. Vithal Bablo Gaude was appointed as Multi Tasking Staff w.e.f. 11<sup>th</sup> December, 2019 (vide Appointment Order No. VPCCECM/Appt/2019-20/621 dated 16/12/2019) and in view of the successful completion of probationary period, the Management of Prabodhan Education Society's, Vidya Prabodhini College of Commerce, Education, Computer & Management, is pleased to confirm Shri. Vithal Bablo Gaude as Multi Tasking Staff of the College with effect from 10<sup>th</sup> December, 2021.



*S.P. Walavalkar*

(Sanjay P Walavalkar)  
Chairman

To,  
**Shri. Vithal Bablo Gaude,**  
Multi Tasking Staff,  
Vidya Prabodhini College of Commerce, Education,  
Computer & Management,  
Parvari – Goa

Copy to-

- 1) Secretary, Prabodhan Education Society, Parvari – Goa
- 2) Personal File
- 3) Guard File



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

Ref:VPCCECM/Appt./2019-20/583

Date: 4<sup>th</sup> December, 2019

To,  
**Shri. Vithal Bablo Gaude,**  
H. No. 1497/1, Magilwada,  
Priol, Mardol,  
Goa – 403 404.

### OFFER OF APPOINTMENT

With reference to your application dated 25/09/2019 and Subsequent Skill test held on 25/10/2019 for the post of Multi Tasking Staff, the Management of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management is pleased to offer you an offer of appointment for the post of Multi Tasking Staff under reserved vacancy for ST category, Group C in VII Pay Scale in Pay Matrix Level – 1, your Basic Pay is Rs. 18000/- along with other allowances as applicable from time to time.

### TERMS AND CONDITIONS

Your appointment will be subject to acceptance and agreeable of the following terms and conditions of service.


1. Your appointment is subject to approval by the Directorate of Higher Education and Government of Goa.
2. Your appointment will be on probation for a period of 2 years, which can be extended further for period of one more year if your services are not found satisfactory during the period of probation. Even after extension of probation if services are not found satisfactory then it will stand terminated with one month's notice.
3. You must do your work with utmost dedication and devotion.
4. You must do the work assigned to you without fail such as lifting, shifting, cleaning & Sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Staircases, Wash rooms (Toilets), Canteen Tables, Desk-Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.

5. You must attend and help in maintaining and upkeeping computers, other laboratory items/equipment's and Sports material in all the educational institution of Prabodhan Education Society.
6. You are governed by the service rule and regulations in force from time to time.
7. Your post is Group C post which does not restrict type of work to be done by you.
8. Whenever additional and late duties are assigned to you during holidays, Sundays, non-working day you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules otherwise without compensatory off or without additional remuneration. Completion of time bound work is utmost expected from you.
9. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
10. In absence of other Group C Staff, during exigencies duties of other Staff if assigned to you, it needs to be performed in the interest of the institution. You have to share the work of the person who is absent or on leave. Utmost co-operation and co-ordination amongst the staff is most essential quality of work desired from each and everybody.
11. Punctuality obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
12. You have to stay within a distance of 3 kms. From the college premises.
13. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time anywhere during the tenure of service.
14. You have to obey instructions and do the work assigned to you by your all superiors.
15. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Group C staff.
16. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules, regulations and Code of Conduct that may be in force from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.

17. The Institute and Prabodhan Education Society's shall be at liberty to introduce change and/ or alter any rules, conditions and Code of Conduct as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization, modern technology and development of the institution.
18. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
19. Your absence from work and/ or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
20. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if:-
  - a. You are found guilty of breach of any of the conditions of your employment with us inclusive of gross misconduct, misbehavior, insubordination, insolence, insolvent, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data /details/ information given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
21. Your appointment will be subject to your submission of photo / attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card (e) Aadhar Card and (f) Six passport size photographs, at the time of your joining or earlier.
22. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
23. You have to obtain Medical Fitness Certificate before joining either from Asilo Hospital, Mapusa – Goa, Hospicio Hospital, Madgaon – Goa or Goa Medical College, Bamboli – Goa.
24. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.
25. You may have to work in shift system assigned to you without any extra remuneration or facilities.
26. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.

27. You are not the government employee by appointed by the Management of the Prabodhan Education Society.
28. Your office timing will be 7 ½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
29. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
30. In absence of any staff, his /her duty needs to be shared by you along with other staff of Group C category including watchman.
31. This being an educational institution, you should not Smoke, chew pan – tobacco or consume alcoholic drink or narcotic drug during working hours or off time.
32. Late coming and early going will not be tolerated.
33. You must use uniform while on duty.
34. If your acceptance is not received upto 10<sup>th</sup> December, 2019, then your offer of appointment is liable to be cancelled.

Only of above terms and conditions are acceptable and agreeable to you then only you can give your consent of acceptance of offer of appointment, so that Management may offer you an appointment order. If terms and conditions are not acceptable and agreeable then also inform us accordingly.

  
(P. N. Bhat)  
CHAIRMAN



Accepted : \_\_\_\_\_

Dated: \_\_\_\_\_



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S  
**Vidya Prabodhini College of Commerce,  
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

**Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521**

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with **B+** Grade on a Seven Point Scale Under New Framework ( 1<sup>st</sup> Cycle)

(The College is figured in the top 145 Best Commerce Colleges in India by the India Today Ranking 2019)

Ref:VPCCECM/Appt./2019-20/621

Date: 16<sup>th</sup> December, 2019

To,  
**Shri. Vithal Bablo Gaude,**  
H. No. 1497/1, Magilwada,  
Priol, Mardol,  
Goa – 403 404.

**ORDER OF APPOINTMENT**

With reference to our offer of appointment No. VPCCECM/Appt./2019-20/583 dated 4<sup>th</sup> December, 2019 which is accepted by you unconditionally and approved by the Directorate of Higher Education, Government of Goa vide their letter No. 9/408/2013-14/DHE/PF-I/7200 dated 29/11/2019 (copy enclosed), the Governing Body/Managing Committee of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari – Goa is pleased to appoint you as **Multi Tasking Staff (M.T.S.) Under Reserved Vacancy for ST Category**, Group C w.e.f. 11<sup>th</sup> December, 2019 in the Pay Scale in Pay Matrix Level 1, your Basic Pay is ₹. 18000/- along with other allowances as applicable from time to time.

Your appointment is on the following **TERMS AND CONDITIONS OF SERVICES** which are accepted by you unconditionally as per our offer of appointment.

1. Your appointment will be on probation for a period of 2 years, which can be extended further for a period of one more year if your services are not found satisfactory during the period of probation. If your services are not still found satisfactory then it will stand terminated with one month's notice.
2. You must do the work assigned to you without fail such as lifting, shifting, cleaning & sweeping including wet sweeping of premises, Class-rooms, Office, Library, Laboratory, Staffroom, Verandah, Staircases, Wash rooms (Toilets), Canteen tables, Desk & Benches, Chairs, Glasses, Windows, Equipment's, Furniture, Fans etc. that will be assigned to you by your all superiors.

3. You must attend and help in maintaining and upkeeping computers in all the educational institution of Prabodhan Education Society.
4. You are governed by the service rule and regulations in force from time to time.
5. Your post is Group C, Multi Tasking Staff post which does not restrict type of work to be done by you.
6. Whenever additional and late duties are assigned to you during holidays, Sundays, non-working days you should carry out the same either for additional remuneration or compensatory off which may be availed if admissible within rules otherwise without compensatory off or without additional remuneration. Completion of time bound work is utmost expected from you.
7. Whenever College functions are in progress you must be present till the entire function gets over and set right all belongings of the institution/s without any additional facilities.
8. In absence of other Multi Tasking Staff, during exigencies duties of other Staff if assigned to you, it needs to be performed in the interest of the institution. You have to share the work of the person who is absent or on leave. Utmost co-operation and co-ordination amongst the staff is most essential quality of work desired from each and everybody.
9. Punctuality, obedience, regularity, sincerity and devotion to duty is a must being an educational institution.
10. You have to stay within a distance of 3 kms. from the college premises.
11. You are liable to be transferred in any institution/s managed by the Prabodhan Education Society at any time anywhere during the tenure of service.
12. You have to obey instructions and do the work assigned to you by your all superiors.
13. You should at all times maintain absolute integrity and devotion to duty and do nothing unbecoming of a Multi Tasking Staff.
14. In the course of your service at the Institute, you shall abide by Institute's and Prabodhan Education Society's rules and regulations that are and may be in force

from time to time and also those which may thereafter be framed from time to time, and shall conduct yourself in a manner befitting your position and Institute's reputation.

15. The Institute and Prabodhan Education Society shall be at liberty to introduce change and/ or alter any rules and conditions as may be considered expedient in effecting improvement in the existing set-up, having regard to the factors such as computerization, modern technology and development of the institution.
16. Your employment at the Institute being on whole time basis, you shall not engage yourself directly or indirectly in any other business or employment remunerative or otherwise.
17. Your absence from work and/or not reporting for duty for 7 consecutive days without obtaining prior permission shall entitle the Management to treat the absence as abandonment resulting in loss of your services.
18. The Institute reserves to itself the right to terminate your appointment forthwith, at any time, without notice or compensation in lieu thereof, if :-
  - a. You are found guilty of breach of any of the conditions of your employment with us, inclusive of gross misconduct, misbehavior, insubordination, insolence, insolvent, neglect of duty, disobedience and dishonesty.
  - b. During the course of your employment, it is found that the data given by you in your Employment Application Form is false.
  - c. During the course of your employment with us, you are found to be keeping indifferent health constantly.
19. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card, (e) Aadhar Card and (f) Six passport size photographs, at the time of your joining or earlier.
20. The date of birth recorded as per the original certificate submitted by you at the time of joining shall not be altered for whatever reasons.
21. You have to obtain Medical Fitness Certificate before joining either from Asilio Hospital, Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.
22. You have to also obtain two separate character certificates from First Class Magistrate, M.P. or First Class Gazetted Officer BEFORE JOINING THE POST.



23. You may have to work in shift system assigned to you without any extra remuneration or facilities.
24. You have to devote 10-12 hours per week extra times as and when required as assured and agreed by you during the time of interview.
25. You are not the government employee but appointed by the Management of the Prabodhan Education Society.
26. Your office timing will be 6½ hours per day as assigned by the Management excluding lunch break during 6 working days in a week.
27. Utmost cooperation and coordination amongst the staff is the most essential expectation from the staff.
28. In absence of any staff, his/her duty needs to be shared by you along with other Multi Tasking Staff category including watchman.
29. This being an educational institution, you should not Smoke, chew pan – tobacco or consume alcoholic drink or narcotic drug during working hours or off time.
30. Late coming and early going will not be tolerated.
31. You must use uniform while on duty.

Please acknowledge receipt of this ORDER.

  
(Prabhakar N Bhate)

**CHAIRMAN**

Prabodhan Education Society's  
Vidya Prabodhini College of Commerce,  
Education, Computer & Management  
Parvari – Goa

