

243  
Estd.: 1990



# HUMAN RESOURCE DEVELOPMENT DEGREE & P.G. COLLEGE

(Sponsored by Human Resource Development Society)

Date: 22-06-2013


## Service Certificate

This is to certify that Ms. C. Aruna, Lecturer, Department of Electronics has been in service of the college from 30<sup>th</sup> May, 2000 to 6<sup>th</sup> June, 2013. During the above said period she handled both the undergraduate and Post graduate classes in the department. Ms. C. Aruna's resignation letter dated 6<sup>th</sup> June, 2013 was accepted and she was relieved of her duties on 6<sup>th</sup> June, 2013.

During the above period of the service her character and conduct are found good.

  
Principal

Principal  
H.R.D. Degree & P.G. College  
Narayanguda, Hyderabad-29.

  
PRINCIPAL  
Aurora's Degree & P.G. College  
Chikkadpally, Hyderabad-20

243  
Letter No. : ADC&PG/Admn./I-I/2010-I/36

23<sup>rd</sup> August, 2010

### SERVICE CERTIFICATE


This is to certify that **Ms. K. Padmaja**, worked as a Lecturer, Department of Second Languages for **Aurora's Degree & P.G. College, Chikkadpally, Hyderabad**, which is one of the Constituent Colleges of **Aurora Consortium**.

She worked in the above capacity during the academic years 25<sup>th</sup> June 2003 to 25<sup>th</sup> December 2004.

She is relieved from her duties.

Aurora Consortium wishes her all success in her life.

  
Principal

  
PRINCIPAL  
Aurora's Degree & P.G. College  
Chikkadpally, Hyderabad-20

*K. Padmaja*

DT. OF JOINING  
DT. OF RECEIVING

25-6-2003  
25-12-2004

DEGREE & PG COLLEGE

Chikkadpally, Hyderabad - 20.



No.

Date: 21/8/2010

FACULTY - NO DUE CERTIFICATE

Name: K. Padmaja Employee ID \_\_\_\_\_

Job Title: Lecturer Department Second languages (Sanskrit)

Department Name	Name	Signature	Date
HOD	Dr. D. Kameswara	Kameswara	
Library			
Administration & Accounts			
Examination Cell			
Others (if any)			

Check List to be verified:

1. Keys - Table / Locker / Room ..... Checked
2. Equipment - Computer / Printer / Any other ..... Checked
3. Status Report ..... Checked
4. Transfer of Responsibilities ..... Checked
5. Any other Document ..... Checked
6. Exit Interview Not ..... Checked

In-charge  
21/8

Admin Officer  
21/8/2010

Principal

Principal  
Autore's Degree & PG College  
Chikkadpally, Hyderabad-20



**M.S. JUNIOR COLLEGE**

(ALIF LAAM MEEM EDUCATIONAL SOCIETY)

RECOGNISED BY GOVT. OF A.P.

10-3-316/C, Opp. NMDC, Masabtank, Hyderabad-500 028. A.P.

Phone : 55611922, 23341234


Date: 05-07-2003

**SERVICE CERTIFICATE**  
**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that **Mrs. K. PADMAJA** has worked in our organization for the Two Academic years from 2001 – 2003 as a Sanskrit Lecturer.

She is well disciplined and hard working. She has performed her duties to entire satisfaction of the organization. She is the honest person with Exemplary character. We wish her all the best for her future career.

  
PRINCIPAL  
Alif Laam Meem Degree & P.G. College  
Chikkedpally, Hyderabad-20

  
PRINCIPAL  
PRINCIPAL  
M.S. JUNIOR COLLEGE  
Opp. NMDC, Masab Tank.  
HYDERABAD-500 028.  
C. C. 4848

Letter No. AES/ADC/APP/06-07/0155

Date: 27th Nov 2006

**APPOINTMENT ORDERS**

**Sub:- Establishment - Teaching Staff Mrs. Padmaja K in Sanskrit Department Appointment Orders - Issued.**

You are appointed as a **Lecturer in the Sanskrit Department at Aurora's Degree College, Chikkadpally** with consolidated Salary of Rs.11,000 per month.

Your performance will be reviewed after one year based on which your salary will be restructured.

You are required to give three months notice in advance or three months salary will be forfeited in case of resignation.

You will be covered by the contributory PF scheme (12% of your basic pay plus increments) would be deducted every month towards the same. In addition professional tax commensurate would be recovered from your emoluments every month.

All the original certificates pertaining to educational qualifications, date of birth, nationality, caste etc., must be submitted at the time of joining duty along with one set of xeroxed copy of the certificates.



DIRECTOR HR


To:

Padmaja K  
H.No. 283/2 R.T.  
Vijayanagar Colony  
Hyderabad - 500 057

Copy to:

1. HR - Department

2. The Principal, Aurora's Degree College, Chikkadpally.



Aurora's Degree College  
Chikkadpally, Hyderabad-20

To  
The Principal,  
Auroras Degree College.  
Hyderabad.

Sub: Joining Report.


Sir,

I have reported to the  
duty on 6-11-06 forenoon. This is  
for your kind information.

Thanking you

Yours Sincerely

K. Padmaja  
(Sanskrit Lecturer)



Aurora's Degree & P.G. College  
Chikkaspetty, Hyderabad-20

**AURORA'S DEGREE COLLEGE**  
CHIKKADPALLY, HYDERABAD-20.

Proceedings of the Selection Committee meeting held on 05-05-2003 at 2.00 P.M.

to select the Lecturers in **SANSKRIT**

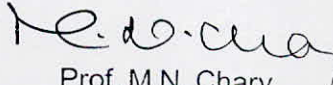
**MEMBERS PRESENT**

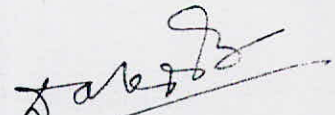
S.No.	Name	Designation
1.	Mr. N. Ramesh Babu Secretary & Correspondent	Chairman Selection Committee
2.	Prof. M.N. Chary O.U. Nominee on Selection Committee	Member
3.	Prof. D. Obul Reddy O.U. Nominee on Governing Council	Member
4.	Prof. Sashirekha Dept.of Sanskrit, OU	Subject Expert
5.	Dr. Ravi Paturi Principal, Aurora's Degree College	Member

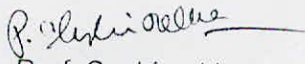
The selection Committee in this meeting conducted interviews for the post of Lecturers in **Sanskrit**. Out of 6 Candidates, 3 were present for the interview. The following panel has been selected in the order of merit.

1. Dr. M. SATHYANARAYANA SHASTRI
2. K PADMAJA ✓

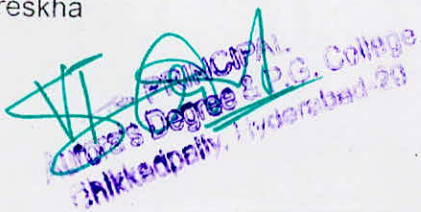
Mr. N. Ramesh Babu

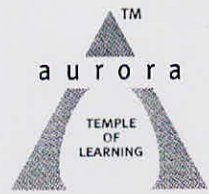
  
Prof. M.N. Chary

  
Prof. D. Obul Reddy

  
Prof. Sashireskha

Dr. Ravi Paturi





Ref No: 38/ADC/APP/2017

Date: 30.06.2017

## APPOINTMENT ORDER

1. You are appointed as Assistant Professor in Geography at Aurora's Degree & PG College, Chikkadpally, Hyderabad.
2. You are required to report to the Principal immediately.
3. You will be on probation for a period of Two years from date of joining.
4. You are required to give three months notice in advance or three months salary will be forfeited in case of resignation.
5. You are placed in the Merged Scale of pay of Rs.12000 - 420 - 18300 with a basic pay of Rs.12,000/- and Gross Salary of Rs. 15,120/- per month. The salary particulars are enclosed in a separate sheet.
6. You are liable for transfer to any of the Colleges under Consortium basing on the necessity and requirement thereof.
7. All the original certificates pertaining to peducational qualifications, date of birth, nationality, caste etc., have to be submitted on the day of joining duty along with one set of Xeroxed copy of the said certificates.
8. The Principal of the college is requested to report the date of joining duty of the candidate to this office promptly along with one set of xerox copies of qualification certificates.

To,  
Ms. G.Prathusha,  
H.No.12-13-483/12&13,  
Flat No.403, Harmony Arcade,  
Street No.14, Lane No.3,  
Nagarjuna Nagar, Tarnaka,  
Secundrabad-500017.  
Ph:8121652989.

*[Signature]*  
For, Secretary 30/6/17

MOP  
30-6-17



*[Signature]*  
PRINCIPAL  
Aurora's Degree & P.G. College  
Chikkadpally, Hyderabad-20

### Copy to:

1. The Principal, Aurora's Degree & PG College, Chikkadpally, Hyderabad.
2. The Accounts Branch, Aurora Consortium.





### SALARY NOTE

1. Name of the Staff Member	Ms. G.Prathusha
2. Title	Assistant Professor in Geography
3. Department	Geography Department
4. Offer Letter No	Ref No: 38/ADC/APP/2017 dated: 30.06.2017
5. Name of the Institution	Aurora's Degree & PG College, Chikkadpally, Hyderabad
6. Scale of Pay	12000 - 420 - 18300
7. Basic Pay	Rs. 12,000.00
8. Dearness Allowance (26%)	Rs. 3,120.00
<b>Gross Salary</b>	<b>Rs. 15,120.00</b>

The following are the details of standard deductions as per norms.

1. Professional Tax	As Per Norms
2. Travel Facility	As Per Norms
3. TDS	As Per Norms
4. Any other Deduction	As Per Norms

*[Handwritten Signature]*  
**PRINCIPAL**  
Aurora's Degree & P.G. College  
Chikkadpally, Hyderabad-20.

*[Handwritten Signature]*  
For, Secretary 30/6/17

