



THE NATIONAL EDUCATION SOCIETY OF KARNATAKA (R)
BASAVANAGUDI, BANGALORE – 560 004

APPOINTMENT RULES / PROCEDURE

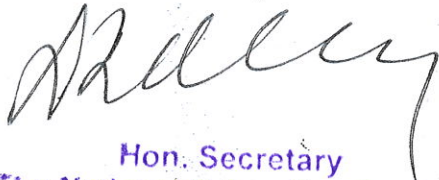
1. The employees at National College, Jayanagar, Bangalore are appointed as per the rules and regulations devised by the Management.
2. The advertisement is given by National Education Society of Karnataka / the college collects applications even on personal reference.
3. Eligible candidates are called for an interview by the Selection Committee comprising of the Principal, Head of the Department and the other faculty members (based on availability).
4. Selected candidate's details are sent to the Secretary, NES of Karnataka for the approval.
5. Upon the approval by the Secretary either orally (in case of emergency) or formally, the candidate is appointed.

Hon. Secretary
The National Education Society
of Karnataka, Bangalore 4

THE NATIONAL EDUCATION SOCIETY OF KARNATAKA @
BASAVANAGUDI, BANGALORE-4.

General Rules for Unaided Members of Staff (Full-time).

1. Every employee should be present on the college campus for atleast 7 hours during the working hours and on all working days. On Saturdays the employee should be present on the campus atleast for 5 hours.
2. All official assignments outside the campus would be treated as working hours.
3. Any employee leaving the premises during working hours, for any reason, without the consent/permission of the Principal or Head of the Department would be treated as unauthorized absence and dereliction of duty.
4. Every employee should sign in the Attendance Register twice a day, at the beginning of the morning session and again at the end of the afternoon session.
5. Every employee should assist the Head of the Department/Principal in all the activities of the college whenever called upon to do so.
6. Every employee should take part in all programmes conducted by the college; otherwise an explanation should be submitted to the Head of the Institution in writing.
7. Every employee should extend whole-hearted co-operation in the administration and maintenance of the academic atmosphere on the campus.
8. All employees of N.E.S. institutions are liable to be transferred from one Institution to another.
9. The service of any employee is terminable by either side by issue of one month's notice or one month's salary in lieu thereof.


Hon. Secretary
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