



Don Bosco College

Co-Ed ♦ Affiliated to Thiruvalluvar University ♦ Accredited by NAAC with "A" Grade in Cycle 1
Guezou Nagar, Yelagiri Hills, Tirupathur Dt, Tamil Nadu, India - 635853

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APPOINTMENT ORDER

The Management of **Don Bosco College (Co-Ed), Yelagiri Hills** is pleased to appoint **Mr. Leo Maria Francis** as **Student Counsellor** of the institution with effect from **01-06-2024**.

Considering your qualification and experience, your **gross salary is fixed at ₹25,000/- (Rupees Twenty-Five Thousand Only)** per month, as per the terms and conditions outlined in the **DBHEI Employee Services Rules of the Salesian Province of Chennai**, which includes the management's contribution towards EPF.

As a Student Counsellor, you are expected to provide academic, personal, and emotional guidance to students, maintain confidentiality, support student well-being, and coordinate with faculty members and the administration whenever required.

You are instructed to discharge your duties to the full satisfaction of the Management and to carry out all responsibilities assigned by the lawful authority from time to time.

The **DBHEI Employee Services Rules** specify all terms and conditions of your appointment, including the **code of conduct**, which shall be binding during your tenure with the institution.




Secretary

Secretary,
Don Bosco College (Co-Ed)
Guezou Nagar, Yelagiri Hills,
Tirupattur Dist. 635 853.