VGU/4/2024-25/1462

01/08/2024

Mr. Jagmohan Sharma
Plot no 95, Krishna Vihar Colony,
Pratap Nagar Sanganer
Sect 5 Sanganeer, Jaipur,Rajasthan 302033
Mob-8159846870

Sub: Offer/Appointment Letter for the post of Senior Office Executive in the CDOE.

Dear Sir,
Based on your performance in the personal interviews conducted by Selection Committee 20/07/2024 and the recommendations thereof, we are pleased to offer you the post of **Senior Office Executive in the CDOE** of the University on the following terms conditions:

1 That offer/ appointment is in on a CTC of ₹ 4,20,000/- per annum (Four Lac Twenty Thousand)

2. That the offer/appointment is on probation for two year. On satisfactory completion of probation period your appointment will be confirmed w.e.f. immediately next academic session.

3 That in the sole discretion of the Management of the Trust/University, the period of probation may be extended further.

4 That you will not undertake any academic course or pursue other formal studies during your employment, without prior written permission from the Competent Authority.

5 That if you wish to resign during the probation period or even after that, you will have to give one month notice or surrender one month's salary in lieu thereof.

6 That you will serve the University for a minimum period of One year/Two Semester and resignation before completion of aforesaid service period would lead to surrender of security deposit.

7 That during the probation period, your services can be terminated without any notice and without assigning any reason thereof.

8 That 10% of your salary will be deducted every month totaling up to a maximum of one month salary. This amount will be kept as security money and will be released after you're leaving the services of the University and provided you fulfill all conditions of the undertaking being given by you.