JK LAKSHMIPAT UNIVERSITY
ज्ञानम् अमृतम्
JKLU

Mr. Subhash Handa
314, Shriniketan Apartments Plot-1,
Dwarka, New Delhi-110075
Mobile- 9871722735
Email: subhash_handa@yahoo.co.in

Date: December 02, 2024

Letter No.: JKLU/2024/0536
Dated: December 02, 2024

Subject: Offer of appointment to the post of **Deputy Director- Corporate Relations & Placement,** JK Lakshmipat University, Jaipur.

Dear Mr. Subhash Handa,

This has reference to your application for appointment to the above-mentioned post at JK Lakshmipat University and subsequent interaction you had with us. We are pleased to offer you an appointment to the above mentioned post subject to the following terms and conditions. You will report to the Vice-Chancellor, JKLU.

1. **Probation**

You are being appointed on the post of **Deputy Director- Corporate Relations & Placement, JK Lakshmipat University, Jaipur**. You will be on probation for **one year** from the date of joining. You shall be taken to be confirmed only on issuance of expressed letter of confirmation based on satisfactory performance.

2. **Duties & Responsibilities**

To advise and assist students at all degree levels about career choice and decision-making, job opportunities, and training programs and internships to enhance their qualifications and improve their credentials for employment.

Individual Career Counselling

- Provide professional guidance to students in a confidential setting - including assessments, manual and computerized testing, providing career information and assessment of personal traits and values - to help students to make better-informed career choices.

Career Services

- Organize employer's information services, workshops, seminars and job fairs, to enable students to orient themselves on the job market.
- Provide training and workshops with regard to the job application process - such as resume writing, interview skills and presentations by career professionals - to improve the chances of the JKLU students when applying for their desired job.

Employer Assistance

- Actively liaise with potential employers, by providing them necessary information like student profiles and interests to increase the skills and capabilities of JKLU students.

Employer Database

- Maintain an employer database to store all critical information like contacts, past recruitment profiles, remuneration levels, to assist students in identifying potential career opportunities

- Increase the database by actively pursuing past employers along with developing new contacts, to provide maximum opportunities to students.
- Training and Internships
- Liaise with leading institutes, corporate and training centers for the students to have access to the best learning opportunities for growth and development.

Counselling Portal

- Create and update a counselling and career services portal for the students to be regularly updated about the developments and prospects, so they can make informed career choices.

Policies, Systems, Processes & Procedures

- Implement department policies, procedures and controls covering all areas of the counselling and career services activity so that all relevant procedural/legislative requirements are fulfilled while delivering a quality, cost-effective service.

Leadership

- Lead the effective achievement of the department's objectives through the leadership of the departmental staff - setting individual objectives, managing performance, recruiting qualified staff, developing and motivating staff, provision of formal and informal feedback and appraisal - in order to maximize subordinate and staff performance.

You may be assigned additional duties by the university as and when required.
You will devote your whole time to the service of the university and will seek permission of the competent authority before accepting any external assignment or for higher studies.

3. **Pay and Allowances**

The details of salary and benefits are attached herewith as Annexure I. Please note that statutory deductions like TDS for Income Tax and contribution to pension fund will be made as per the rules.

4. **Service Conditions**

All the rules and regulations of JK Lakshmipat University will be applicable. The University reserves the right to modify service conditions at any time. Any state or national rules applicable to JKLU will also be applicable to you.

5. **Termination of Service**

(a) **Probation Period:** During the probation period, the service is liable to be terminated with one-month notice in writing or **salary** (basic plus special allowance) in lieu thereof. You may also leave the service by giving a month notice or **salary** in lieu thereof. Probation period can be extended up to a further period of six months.

(b) **After Confirmation:** Your service is liable to be terminated with two months' notice in writing or **salary** (basic plus special allowance) in lieu. You may also leave the service by giving two months' notice or **salary** in lieu thereof.

(c) The service will, however, be terminable by the University without any notice or **salary** in following conditions: In case of misconduct/ moral turpitude or any other incident/ circumstances which is not befitting an employee of this esteemed university.

(i) In case any information you declared at the time of application is found to be false or misleading.

(ii) In case you are unable to discharge your duties for a prolonged period (beyond the leaves that are due to you and what university may grant you as a special case) for any reason like a permanent medical condition.

6. **Medical**

A medical certificate from a registered medical practitioner about the sound health and physical fitness for service in the University will be required at the time of joining. The University reserves the right to ask you to appear before the medical officer of the University or any other medical practitioner nominated by the University for the purpose of medical examination and/or for health check-up from time to time. It is expected that you have been fully vaccinated against Covid.

7. **General**

i) At the time of joining, following certificates/documents have to be produced for verification:
   a. SSLC or School Certificate for proof of date of birth.
   b. Certificates relating to educational, technical qualifications and previous service, if any.

ii) The current retirement age is 60 years. University reserves the right to change this at any time. Also, the University may at its discretion grant extension after attainment of the retiring age.

iii) Neither during the employment with us nor afterwards, you will give anyone by word of mouth or otherwise any particulars or details of our financial matters, technical know-how, client information, IT software of JKLU, data security arrangements, administrative and/or organizational matters whether confidential, secret or otherwise which you acquire during the course of your employment. You will also not use at any time such information, which is of confidential nature for your personal gains.

This appointment shall be effective from the date of your joining the duties.

We wish you all the success in the assignment.

Looking forward to a long association with us.

For **JK Lakshmipat University, Jaipur**

(Dheeraj Sanghi)
Vice Chancellor

Copy to: LSFHL
Chancellor's Office
Service File
Accounts Department of JKLU

The Offer and its Terms and Conditions are acceptable to me. S. Handa 10/12/24

Signature with Date

JK LAKSHMIPAT UNIVERSITY

Contd. / .....

Annexure A

JK LAKSHMIPAT UNIVERSITY, JAIPUR			
COMPENSATION SHEET			
I.	Name		Mr. Subhash Handa
II.	Qualifications		B.Tech. & MBA
III.	Designation		Assistant Director – Corporate Relations and Placements
IV.	Date of Birth		March 1, 1981
V.	Age (Yrs.)		43 Years
VI.	Date of Joining		On or before 21st November 2024

Salary	
Basic	₹ 80,000
Special Allowance	₹ 78,754
House rent Allowance*	₹ 15,875
Medical Allowance	₹ 6,667
Sum - A	₹ 1,81,296
Reimbursements	
Vehicle Maintenance	₹ 14,000
Driver's Salary	₹ 8,000
Leave Travel Allowance	₹ 6,667
Sum - B	₹ 28,667
Retirals and Insurance	
Employer's Provident Fund Contribution	₹ 9,600
Gratuity@	₹ 3,840
Mediclaim Premium Contribution	₹ 1,597
Sum - C	₹ 15,037
Gross per month	₹ 2,25,000
Total Cost to University - per annum	₹ 27,00,000

Accepted

S. Handa

Mr. Subhash Handa

**Residential Accommodation on campus is offered subject to availability and University Policy. If the residential accommodation is provided by the university, in lieu of this HRA will not be paid. The prevailing Licensee fee will be deducted from your salary.*

@Gratuity will be given as per Gratuity Act, only if you work at JKLU for a minimum of five years.