AMITY UNIVERSITY
JHARKHAND

5th February, 2018

Mr. Ravi Kumar Singh
Gandhi Nagar,
CCL Colony, Near Quarter No.-1A/46,
Kanke Road,
Ranchi-834008,
Jharkhand.
Mob: 8002512003 / 6200954972
Email: ravee.singh@hotmail.com

Appointment letter

Dear Mr. Singh,

This refers to your application for employment and subsequent interview you had with us; we are pleased to appoint you as **Executive - Examination, Amity University, Ranchi.** Your employment will be effective from the date of joining i.e. 5th February, 2018 at the following address:

Amity University, Ranchi (Jharkhand)
Nivaranpur, Main Road,
Ranchi, Jharkhand.

The terms and conditions of your service will be as follows:

1. You will draw a total monthly salary of **Rs. 16,000** (Rupees Sixteen Thousand only). The breakup of your salary is given in Annexure – I. The management reserves the right to suitably bifurcate/ restructure the salary/ emoluments under various heads at its sole discretion.

2. Your salary/ emoluments are subject to statutory deductions applicable from time to time. You shall bear your own taxes that shall be deducted from your salary.

3. Grant of annual increment(s) to you will be governed by your overall performance and results achieved by you to the satisfaction of the management. In case your

1 Ravi Kumar Singh 12/02/2018

AMITY UNIVERSITY JHARKHAND

performance or results achieved are not found to be satisfactory by the management, your increment can be withheld/stopped by the management at its sole discretion.

4. The information relating to your pay, allowances and other perquisites etc. is considered as confidential information. Therefore its disclosure without prior sanction will be considered as misconduct.

5. You will not be eligible for any travelling allowance for joining or at the time of separation.

6. You will be on probation for a period one year from the date of your joining. However your probation may be extended at the sole discretion of the management. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation.

7.Your place of posting will, at present, be at Amity University, Ranchi .You are liable to be transferred from one department to other department /post/sister concern / associate/ University/ office, whether in existence or which may come into existence hereafter, in any part of India and or abroad, as the case may be.
Consequent on such transfer, the rules and regulations of the place of your transfer will be applicable to you.

8. During the period of probation, your services are liable to be terminated without any notice or assigning any reason or any compensation in lieu of any notice. After confirmation, your services may be terminated by giving one month's notice in writing by either side or on payment of one month's salary in lieu thereof. However, in case you initiate termination of services during the period, a particular semester is in progress, it shall be the discretion of the management to relieve you from the services of the University, in between the semester in question.

9. In case, management decides not to relieve you during the semester, it shall be within the rights of management to hold your full and final settlement of accounts till the completion of particular academic semester.

10. Your services are liable to be terminated on the ground of committing misconduct or committing any offence that may be mentioned in any law(s) of the land /loss of confidence, disloyalty, inefficiency, ill health, medically unfit, unauthorized absence or obtaining leave on false information, misrepresentation of facts, commission of an act involving moral turpitude. In case of termination of services on the ground as

Ravi Kumar Singh
12/02/2018

AMITY UNIVERSITY JHARKHAND

mentioned in this para, no notice or salary in lieu thereof will be paid by the management.

11. The University will expect you to work with high standards, initiative, efficiency, quality, competency, creativity and innovativeness and economy and you shall sincerely work to meet such expectations.

12. You will disclose to the management forthwith any discovery, process or improvement made or discovered by you while in service, and such discovery, process or improvement shall belong absolutely to and be the property of the University. You shall not have any claim or interest over any existing or future work created or developed by you during the course of your employment which covered under the definition of the term "Intellectual Property" and Amity University and its affiliates shall be the sole and absolute owner with all the rights to govern, use or assign it and the same shall be entitled to be registered in the name of the University.

13. You will not enter into any commitments or dealings on behalf of the University without having its written permission from the management or be a party to any alteration of any principle or policy of the University or exceed the authority or discretion vested in you without previous written sanction of the management.

14. You will be responsible for safe keeping and return in good condition and order of all the properties of the University which may be in your use, custody or charge. For loss of any property of the University in your possession, the University shall have a right to make assessment of the loss and recover the damage from you and to take such other action as it deems proper.

15. During the period of your employment with the Amity University, you will not engage, concern, interest directly or indirectly in any other occupation, business or employment whatsoever without the prior consent in writing of the University and you shall devote your time, abilities, and competencies exclusively in performance of your duties. You shall, in all respects, obey, conform and comply with the University management's order and University rules and regulations and faithfully serve the University and put your best endeavor to promote the interest and progress of the University.

Ravi Kumar Singh
12/02/2018

AMITY UNIVERSITY * JHARKHAND *

16. You will, neither during the period of your service in the University, nor thereafter, disclose, divulge or communicate to any other person or persons whatsoever, any information relating to the activities of the University.

17. You will be required to give a declaration that you are joining Amity University on a straight appointment and not holding any lien with your previous employer(s).

18. This appointment is on the basis of details of qualifications, experience, degrees, certificates, diplomas and other relevant data given in your application/ resume and or provided by you to the University and your confirmation/continuation of appointment will be subject to verifications of such data, particulars, credentials, testimonials etc. The management has the right to terminate your services at any time in case any information, data, particular, certificate, testimonial etc. provided by you is found false.

19. You shall retire from the services of the University on attaining the age of sixty years. No employee shall have any claim to be continued in service of the University thereafter. However, management may extend your services after your retirement up to the age of sixty five years, at its sole discretion.

20. You will be governed by the service rules and regulations of the University including conduct and discipline and administrative orders as are existing or to be framed or to come into force by the University management from time to time in future.

21. You are required to submit self-attested certificates in support of your education, professional qualification, experience, date of birth, relieving letter from the immediate past employer, medical fitness from the authorized medical practitioner etc. for verification together with one set of copies thereof and two passport size recent photographs for records.

22. You will intimate to the management in writing any change of your address within three days from the date of such change failing which any communication sent to your last recorded address shall be deemed to have been served on you.

23. Your present assignment may undergo change from time to time to suit the University/ organizational requirements and accordingly you will be re-designated and/ or re- assigned.

4

Ravi Kumar Singh
12/02/2018

AMITY UNIVERSITY * JHARKHAND *

24. You are requested to sign and return the duplicate copy of the appointment letter as a token of your acceptance of the terms and conditions as laid down therein.

25. The management looks forward a fruitful association with you and expects full dedication and commitment from you.

(Authorized Signatory)

Please sign the duplicate copy of this in token of your having understood and accepted the same.

Ravi Kumar Singh
12/02/2018
(Signature of employee)

AMITY UNIVERSITY
JHARKHAND

Annexure-I

Employee Code: 26356

Name: Mr. Ravi Kumar Singh

Designation: Executive - Examination

Date of Joining: 5th February, 2018

Salary Break- Up

Pay Heads	Amount (Rs.)
Basic Pay	8,000
HRA	4,000
Medical Allowance	1,250
Conveyance Allowance	1,600
Special Allowance	1,150
Gross Salary	**16,000**

AMITY UNIVERSITY JHARKHAND

Authorized Signatory

Ravi Kumar Singh
12/02/2018