VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC ACCREDITED A+ UNIVERSITY

VGU/4/2022-23/884

16/01/2023

Mr. Satish Kumar
159/ Ward No. 9, Gali No. 3,
SBI Wali Gali , Patel Nagar,
Sonipat, Haryana - 131001
Mob.8930110839

Sub: **Offer/Appointment Letter for the post of Associate Dean in the Department of Student Welfare of the University.**

Dear Sir,

Based on your performance in the personal interviews conducted by Selection Committee on **05/12/2022** and the recommendations thereof, we are pleased to offer you the post of **Associate Dean in the Department of Student Welfare** of the University on the following terms & conditions:

1. That offer/appointment is on consolidated pay of ₹ 88,000/- p.m. (Eighty Eight thousand only). Final

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 serve 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 if you hold Statutory/Administrative Post including Deans/Associate Deans/ Professors, Cell In-charges, you will have to serve three months notice period or surrender three months salary in lieu, thereof.

9. That 20% 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 your leaving the services of the University and provided you fulfill all conditions of the undertaking being given by you.

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10. That you will not divulge any information or knowledge gained by you during the service of the University, which may prove detrimental to the interest of the University.

11. That in all other matters not mentioned herein, you would be governed by the rules and regulations of the Trust/University in force from time to time.

12. That your services are transferable amongst all the Institutions of the trust.

13. And that at the time of joining. you will be required to produce the following certificates/documents :

- attested copies of certificates in support of your date of birth;
- qualification certificates and Experience certificates;
- three passport size photographs and;
- two reference letters from your Organization/Institute

Please sign the enclosed duplicate copy of this appointment letter in token of your acceptance of the appointment and return it immediately, and also please note you shall have to deposit original certificates of qualification, date of birth, etc., on joining our University.

We welcome you to the University and look forward to your contribution in building an environment of professional excellence.

With best wishes,

Vivekananda Global University

Registrar

I accept this appointment on the terms and conditions mentioned therein.

27/11/2023

Signature with name & date

Satish Kumar
27/1/2023

Copy to:-
1. Accounts office for information-n/a
2. Concerned Person
3. Guard File

Sector - 36, NRI Road, Jagatpura, Jaipur- 303012 (Raj .) Website : www.vgu.ac.in • E - mail : info@vgu.ac.in
Ph .: 0141- 2851000 Toll Free No.: 1800-3-131415 PAN No : AAATB5678H GSTIN : 08AAATB5678H1ZI .