IIHMR UNIVERSITY

Ref. No.- IIHMR-U/PRES/HR/2023/
Date: May 01, 2023

Mr. Rajkamal Jangid
Village-Trilokpura
Post-Banasthali
Newai, Rajasthan-304022

Sub: Appointment letter for the position of Network Administrator at IIHMR University, Jaipur

Dear Mr. Jangid,

We are pleased to appoint you as **Network Administrator** at IIHMR University, 1, Prabhu Dayal Marg, Near Sanganer Airport, Jaipur- 302029 on a contract of one year with a consolidated salary of Rs. 30,000/- (Rupees Thirty Thousand Only) per month w.e.f. your date of joining, which is May 01, 2023.

1. You will be on contract for one year with effect from your date of joining.
2. While on official tour, you will be paid T.A. /D.A. as admissible to your grade **S-6** as per HR policy of the University.
3. You will be eligible for reimbursement of running expenses involved in use of your vehicle for the official work of the University as per policy.
4. Your services are transferable at the sole discretion of the management to any of the sister/associate organizations on their terms and conditions, while protecting your emoluments; you are drawing at the University at the time of your transfer.
5. While being in the service of the University, you will not be allowed to join any academic course, pursue other study, engaging in any employment or assignment even on part time or casual basis of whatever nature anywhere else, without written permission.
6. You will not divulge any information or knowledge gained by you in the services of the University, which may prove detrimental to the interest of the University.
7. The management shall have the right to terminate your services by giving one months' notice or salary in lieu thereof. You can also resign from your service with the University at or giving one months' notice or surrender one months' salary in lieu thereof or salary equivalent to the days for which such notice falls short of one month as the case may be. However, if the exigencies of work are required, the management may not release you earlier than the expiry of the entire period of notice. It shall however be open to the management to accept your resignation with effect from a date earlier than the one offered by you in your resignation letter and thus relieve you anytime during the notice period and you

shall not be entitled to any salary for the remaining period of your notice period. Adjustment of leaves in lieu of the notice period shall not be permissible. If the work situation, so demands, the university will release you from the service only after completing the notice period and after you have duly handed over charge and completed an audit of the unaudited period, if any, to the reasonable satisfaction of the management of the university.

8. In case of any breach of trust, gross negligence of duty or for any other reasonable cause, your services could be terminated without notice, in which no payment shall be made in lieu thereof.
9. During the course of your employment, you will be exposed to certain university's trade secrets consisting of (but not necessarily limited to) technical information including methods, processes, formulae, systems, techniques, inventions, and research projects and business information. Hence you are informed that you shall not during or at any time after the termination of your employment with the organization, disclose or divulge to others including future employers, any trade secrets, confidential information, or any other proprietary data of the organization in violation of this agreement.

   Upon the separation from the University, you shall return all (and not retain any) documents and property of the university, including but not necessarily limited to) reports, manuals, research material, teaching material, training material, correspondence, customer lists or any material relating to the university's business, or obtained during the course of your employment. The university may notify any future prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief, or any other legal remedies available for any breach.
10. The rights to any invention, discovery or creation of any system or method related to the University's operation and arising out of any work done in the course of your employment will automatically vest with IIHMR University. In this connection, where required, the organization may obtain patent rights in its name (or jointly with others) based on the fact of your invention, discovery, or creative effort. You are specifically made aware that you will not be eligible to any additional compensation for such act of yours, and that any rewards that the organization may choose to bestow upon you will not deemed to confer any right towards that invention, discovery or improvement in the system or method for you.

11. Your services will automatically stand terminated at the end of your contract unless extended by a competent authority.
12. You will be allotted contingency leaves are per the policy of the University.

In all other matters not mentioned herein you would be governed by the rules and regulations of the University from time to time in force. This letter is based on the information furnished in your application for employment and discussions you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice or compensation thereof.

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

At the time of joining you will be required to produce the following:

a) Self -attested copies of certificates of qualifications & experience.
b) Two recent passport size photographs and digital photo.
c) Two reference letters from reputed persons.
d) Relieving letter & Salary Slip from your previous Organization.
e) Photocopy of PAN Card & Aadhar Card.

With best wishes,

For **IIHMR UNIVERSITY, Jaipur**

Dr. P R Sodani
President