MANDSAUR UNIVERSITY
MAKING FUTURE READY!

MU/HR/2023-24/LOA 1883

05 May 2024

To,
Mr. Prasanta Laha
Sharaddha Enclave, Pushpanjali Upvan,Near Lajpat Nagar,
Mauja Mahali, Mathura Bangar, Mathura, (Uttar Pradesh)

Revised -Letter of Appointment

With reference to your application and subsequent interview held Mandsaur University, Mandsaur. Mandsaur University is pleased to offer you appointment as **GM HR and Administration**, as per following terms and conditions:

1. You will report on your duties on 2nd May 2024.
2. You will be posted as GM HR and administration in Mandsaur University. However University may depute you to any other department / cell/ place as per the requirement.
3. Your work schedule will be as per university calendar/timings. However you may be called upon to perform duties on Sunday/holiday or additional time on routine day in case of emergency and the same will be binding on you.
4. Your salary will be as fixed as per the rules of the Institute in the pay scale of 37400-67000 and with starting basic of Rs. 37400/- and others Rs. 40600/-.
5. You will be provided free one single room unfurnished accommodation in Ashiyana. You will be provided a free 2 BHK unfurnished accommodation in campus-2, if you bring your family. Electricity and water charges will be levied as applicable.
6. You are appointed on probation for one year which may be extended depending on your performance. During probation period, you can be relieved by one month notice from your side or one month salary in lieu of the notice period. The University reserves the right of terminating/ relieving without any notice during probation. After confirmation for regular employment, you may be relieved by either side on serving one month's notice or one month's salary in lieu thereof.
7. After successful completion of probation period, you will be issued a confirmation for regular appointment.
8. University reserves the right to terminate your services without any notice, owing to misconduct or indiscipline by you. In such eventuality the compensation for notice period will not be applicable.
9. Your services will be governed by the rules and regulations of **Mandsaur University/UGC/ICAR and other Regulatory Bodies**, as applicable and modified from time to time.
10. You are required to submit self-attested photocopies of High School certificate as proof of age, all academic qualification certificates, Aadhar Card, PAN Card, Passport (if any), Medical Fitness certificate from any registered medical officer/Hospital, Experience certificates, Relieving certificate from your last employer, proof of last drawn salary and 3 copies of recent passport size color photographs. Please bring original documents with you for verification.
11. You shall not be relieved in the midst of semester or when any statutory inspection is due (within two months).
12. In case you leave the job during probation period, then experience cum relieving certificate will not be issued.
13. You will take the classes / practical / administrative work as per University norms or any other technical/ administrative work assigned to you by the management.
14. During your tenure with us, you are not permitted to engage yourself in any outside consultancy, professional, tutorial and or such other outside work with or without remuneration, without prior permission of the management.
15. In case of failure to join us by prescribed date without any valid & accepted reason, this offer of appointment may be withdrawn and cancelled.

With best wishes for a successful career at Mandsaur University,

For, Mandsaur University

Registrar

Registrar
Mandsaur University
MANDSAUR

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