IIHMR UNIVERSITY

Ref. No.: IIHMR-U/PRES/HR/2022/
Dated: July 11, 2022

Mr. Ashish Sharma
754, Mahaveer Nagar
Tonk Road
Jaipur

Sub: Appointment letter for the position of Head-Administration at IIHMR University, Jaipur.

Dear Mr. Sharma,

We are pleased to appoint you as **'Head-Administration** at IIHMR University, 1, Prabhu Dayal Marg, near Sanganer Airport, Jaipur- 302029 on probation of one year with a basic salary of Rs. 66,640/- (Rs. Sixty-Six Thousand Six Hundred Forty Only) and CTU of Rs.1,50,000/- (Rs. One Lakh Fifty Thousand Only) per month in the scale of 34000-2720-47600-4760-71400-8568-114240 with effect from your date of joining, which is July 11, 2022.

1. You will be entitled to the following in addition to your payable basic salary:

   a) HRA is equivalent to 30% of your basic salary per month.
   b) PF is equivalent to 12% of your basic salary per month.
   c) Medical Allowance 5% of your basic salary per month.
   d) Dress and Uniform Allowance of Rs. 3000/- per month.
   e) Driver Allowance of Rs. 2000/- per month.
   f) Transport Allowance of Rs. 6000/- per month.
   g) Grade Pay Allowance of Rs. 12000/- per month.
   h) You will be eligible for Leave Travel Assistance to a maximum of 5% of the total basic salary drawn in the last financial year, once in two years. Such eligibility will start only after completion of one-year and completion of probation of service in the University.
   i) Special Allowance of Rs. 24857/- per month. Your special allowance may be adjusted if any changes made in your pay scale or personnel policy of IIHMR University, Jaipur.
   j) University will provide you group medical insurance for self, spouse and children up to two only and personal accident insurance for self, which will be covered normally after 30 days from the date of joining.
   k) You shall have to join the Contributory Provident Fund as per the norms of EPFO Act 1952.

2. While on official tour, you shall be paid T.A. /D.A. as admissible to your **Grade S-2.** 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.

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3. You will report to The President, IIHMR University, Jaipur.
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 IIHMR University, Jaipur 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, engage 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 our University.
7. In the event of your leaving the service of the University or the University intending to dispense with your services, it will be required to serve one months' notice to each other or basic pay in lieu thereof.
8. You are entitled for payment of gratuity as per Gratuity Act, 1972.
9. Your appointment as Head-Administration is subject to the condition that your probation period may be extended and the University reserves the right to discontinue your services, during or at the end of the probation, without giving any notice.

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 engagement 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) Four recent passport size photographs and one digital photo.
c) Two reference letters from reputed persons.
d) Relieving letter & Salary Slip of your previous/last Organization.
e) Photocopy of PAN Card & Aadhar Card.

With best wishes,

FOR **IIHMR University, Jaipur**

Dr. P R Sodani
President

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Salary of Mr. Ashish Sharma as Head-Administration at IIHMR University, Jaipur	
Salary scale in Grade S-2: 34000-2720-47600-4760-71400-8568-114240	
Salary particulars	**Amount**
Basic	66640
PF @12%	7997
HRA @30%	19992
Medical Allowance@5%	3332
LTA@5%	3332
Dress & Uniform Allowance	3000
Driver Allowance	2000
Transport Allowance	6000
Grade Pay Allowance	12000
Mediclaim	850
Special Allowance	24857
CTU per month	**150000**
CTU per annum	**1800000**