ICFAI University
Jaipur
Established under the provisions of the ICFAI University, Jaipur Act 2011 (Act No. 26 of 2011)

Ref: HR/Review/ IUJ/22/19282

June 24, 2022

Mr. Ashok Kumar Sharma
Emp No 39L31574
Assistant Administrative Officer
Administration - Jaipur

Dear Mr. Ashok Kumar Sharma

In continuation to your letter of appointment No. Appt/HR/IUJ/0331/2011 dated 28/11/2011, we are pleased to inform you that based on the recommendations of the competent authority of the University, you are designated as **Administrative Officer** and your monthly remuneration is revised to the pay scale with effect from **June 01, 2022.**

1. SALARY / ALLOWANCES AND BENEFITS:

The details of remuneration package are enclosed with this letter as **"Annexure A"**

2. DUTIES AND RESPONSIBILITIES:

You will perform such duties and functions as may be assigned by the competent authority from time to time.

3. ANNUAL PERFORMANCE REPORT:

You are directed to submit your Annual Self Performance Appraisal report to the Vice Chancellor every year based on which your performance will be reviewed every year. Submission of Annual Self Performance Appraisal report is mandatory on your part.

4. CODE OF CONDUCT:

You are expected to work with high standards, initiative, efficiency and economy. You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that will be given to you by your superiors.

5. CONFLICT OF INTEREST:

You will devote your entire time to the work assigned to you by the competent authority of the University and will not undertake any other assignment, work or business, honorary or with remuneration outside your employment with the University, except with the written permission of the Management in each case. Any contravention will attract termination of employment without any notice or compensation.

6. CONFIDENTIALITY:

You will not divulge to any person, except with the specific authority of the Management, any information regarding the activities, technical know-how, security and administrative arrangements, organizational matters, and any information regarding the operations of "The University" which you may have had the privilege to know by virtue of your assignment. Your obligation to keep such information confidential will remain even after cessation or termination or cancellation of your assignment.

Contd..2