JECRC™ UNIVERSITY
BUILD YOUR WORLD

No. JU/ 22/Admn/Appointt/T&P/...6211...

Date: 07/03/2022

Appointment - Order

Dear Ms. Aditi Khullar,

We have pleasure in appointing you as **Senior Executive – Training & Placement** in the Department of Training and Placement Cell at JECRC University, Jaipur. The terms and conditions of your appointment are outlined below:

1) Date of Appointment

Your appointment will be effective from 01.03.2022.

2) Nature of Appointment and Review

You will be on probation for a period of two years from the date of your joining. After the completion of probation period your services will be confirmed depending on your performance. Your KRAs are attached herewith as **Annexure – I**.

3) Reporting Officer

You shall be reporting to the **Vice Chairperson,** JECRC University, Jaipur for all operational and Administrative purposes.

4) Medical Fitness during service

Your continuation in service is subject to you being medically fit at the time of commencement of your service to the University and at any time during your tenure of employment with the University.

5) Compensation Benefit Plan

You shall be paid a Basic Salary of **Rs.15,870/-** per month in the pay scale of **Rs.15870-380-17390** per month. Attached is the detailed breakup for the same in **Annexure- II**.

6) Compensation Confidentiality

You are required to maintain the confidentiality of your compensation plan, failure to comply shall lead to disciplinary action as deemed suitable by the University.

7) Working hours / Leave

You will be covered by leave, holidays, and the working hours' policy of the University. Leave will be administered on a calendar year basis.

8) Travel

You may be required to undertake travel on University work within India and abroad and you will be paid TA / DA as per the University rules.

JECRC UNIVERSITY, JAIPUR
Plot No. IS-2036 to 2039, Ramchandrapura Industrial Area, Vidhani, Jaipur 303905, (Rajasthan) India.
Phone : 9116642282 | Email: registrar@jecrcu.edu.in | www.jecrcuniversity.edu.in
(Estd. Under the Act No. 15/2012 of the Government of Rajasthan. Notification No. F.2 (23)Vidhi/2/2012 dated May 02, 2012)

9) **Transfer / Deputation**

You will be liable to be transferred / deputed in such capacity as the University may from time to time determine, to any other location, department, establishment, institution or branch of the University or its affiliates, associates or subsidiary companies in India or abroad whether existing or not at the time of your joining. In such case, you will be governed by the terms and conditions of service applicable to the new assignment.

10) **Retirement**

The retirement age is 60 years.

11) **Other work**

Your position is a whole time employment with the University and you shall devote yourself exclusively in discharging functions of your role in the University. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as a shareholder or debenture holder) in any other trade or business, or hold directorship of any corporate body during the employment with the University, without permission in writing from the Head of the University.

12) **Declaration**

Employee will be responsible for self-attesting the experience and qualification certificates / documents to verify and declare that the submitted documents are true to the best of his / her knowledge and that no fact has been kept undeclared/ false represented. In case at any given point of time the submitted documents and claimed experience and qualifications are found not to be true, JECRC University will have all rights to immediately terminate the services of such employee without serving any notice period.

13) **Confidentiality of Information**

You will not at any time, without the written consent of President – JECRC, of the University, disclose or divulge or make public except on legal obligation any information regarding the University's affairs or work carried out whether the same may be confided to you or become known to you in course of your services or otherwise.

14) **Protection of Interest**

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operations and functioning of the University, such developments will be fully communicated to the Board of the University and will be and remain the sole right / property of the University.

15) **Trade Secrets**

You will not keep in your possession nor bring to our organization any information, materials, documents, floppies, charts and the like, containing any information which is or would be considered confidential or proprietary, from your present employer's all such information and proprietary material and not keep it in your possession after you are relieved from your duties. Please also delete any and all such information from your personal computers and data banks.
We expect you to take precautions and necessary actions to ensure a clean, honest and fai transition to your new position. Further, you shall not use any such information which you have been privy to in the past in your new position.

16) **Notice Period**

During your period of service if for any reason your services are terminated, you shall be served a notice of fifteen days on probation period and one month on Service confirmation or given fifteen days /one month's salary in lieu of the notice. A similar notice or pay will have to be given by you in case you wish to leave the services of the University. Either party is not bound to given any reason thereof.

17) **Separation**

On acceptance of the separation notice, you will immediately give up to the University all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records etc. belonging to the University or relating to its business and shall not make or retain any copies of these items.

18) **Change of terms and conditions**

The above terms & conditions of employment are subject to change and you will be communicated as and when the changes are affected.

18) **Your salary is all inclusive and no additional superannuation benefit nor gratuity is payable by the University.**

JECRC University JAIPUR

Registrar
JECRC University Jaipur

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment.

Date :

Signature :_____

Annexure –II

Name : Ms. Aditi Khullar
Designation : Sr. Executive – Training & Placement
Department : Training and Placement Cell
Scale : 15870-380-17390

Particulars	Amount (Rs.)
Basic Pay	15,870
Variable Allowances	7,142
Transport Allowances (10% of basic pay)	1,587
House Rent Allowance (15% of basic pay)	2,381
Personal Allowances	3,020
Net Per Month	30,000

- **The above offered amount is all-inclusive and EPF and gratuity is not payable separately.**
- **You are required to have your own Conveyance facility, Laptop and Mobile Hand Set with Internet.**

JECRC University JAIPUR

Registrar
JECRC University Jaipur