AMITY UNIVERSITY
RAJASTHAN

Kant Kalwar, NH-11C,
Jaipur (Rajasthan) 303002
Tel. : 01426-405678
Fax : 01426-405679

Confidential

AUR/HR/Appt/2024-25/**2321**

Date: 10.10.2024

Ms. Ankita Sharma
Village Chitawa, Tehsil-Nava, Distt.-Nagaur, Rajasthan-341519
Phone No: 9179400541

APPOINTMENT – AMITY UNIVERSITY RAJASTHAN

Dear **Ms. Ankita Sharma,**

Reference our offer letter dated **04.10.2024.**

The Management is pleased to appoint you as **Manager** in the department of **Human Resource (HR)**, Amity University Rajasthan with effect from **09.10.2024** on the following terms and conditions:

1. Your gross salary will be **Rs. 32,000/-** ***(Rupees Thirty Two Thousand Only)*** per month.

2. You will be on probation for a period of one year from the date of your joining duties. This period of probation may, however, be extended by the University at its own discretion and without assigning any cause or reason. During the probation period, either of the parties can separate from each other without assigning any reason and without any notice.

3. You will be covered under the Group Medical Insurance Scheme for a sum of **Rs. 1.00 Lac (Rupees One Lac only)** which would be effective from the date of confirmation by the Insurance Department.

4. Termination of appointment by the University or resignation by you after confirmation will be by 30 days or one month notice/ End of Semester whichever is later or on payment of 30 days or one month salary by either party.

5. You will be expected to carry out such other work as may be assigned to you from time to time.

6. During the period of your employment with the University, you will not engage, show concern, interest directly or indirectly in any other occupation, business or employment whatsoever without the prior consent in writing of the University and you shall devote your time, attention and abilities exclusively in performance of your duties. You shall, in all respects, obey and conform to the University's orders and regulations and will faithfully serve the University and put your best endeavor to promote the interest of the University.

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Amity University Rajasthan HR

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7. You will, neither during the period of your service in the University, nor thereafter disclose, divulge or communicate information to any other person or persons whatsoever any information relating to the activities of the University.

8. If during the period of your service, the University comes to the conclusion that you have committed any misconduct, the University may terminate your services without giving any notice.

9. In case you are found to be suffering from any infectious disease or protracted illness and remain irregular in your attendance, the University shall have the right to terminate your services without notice. The University can ask you to get yourself checked through a medical practitioner nominated by the University and a report of such medical examination would be submitted to the University.

10. The appointment will also be subject to verification of your qualification and age as mentioned in your application.

11. The University will expect you to work with high standard of initiative, efficiency and economy.

12. Please return the duplicate copy of this appointment letter duly signed by you in token of your acceptance thereof.

We look forward to a fruitful association with you and expect full dedication and commitment from you.

Yours sincerely,

Akshat Shrivastava
Director-HR

Amity University Rajasthan
HR

cc:
1) Director-HR
2) Accounts
2) Personal File

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