LOVELY PROFESSIONAL UNIVERSITY

*Transforming Education Transforming India*

LPU/13.1/APL/2024/001/EC/251023/0037

Ref No : LPU/13.1/APL/2024/001/EC/251023/0037

Dated : 23/10/2025

Dr. Rajesh Kumar

S/O Ram Avtar Saini, Adarsh Colony, Hisar Cantt, Haryana,

Hisar.

Subject : Letter of Appointment.

With reference to your application and subsequent interview you are hereby appointed on the following terms & conditions :

| | |
|---|---|
| Designation: | Assistant Professor |
| Salary: | You shall be placed in the pay scale of Rs.15600-39100 with AGP of Rs.6000 and allowances of Rs.53,400/- totaling to Rs.75,000/- |
| Nature of Appointment: | Regular with probation of minimum one year which may be extended on the discretion of the University |
| Date of Joining: | On or before 25/11/2025 |

1. Your appointment shall be governed by the Lovely Professional University Act and the Statutes, Ordinances, Regulations, Rules, terms and conditions of employment, Orders, Instructions, Guidelines, Code of Conduct, policies, directions, standing orders etc. as in force from time to time of the Lovely Professional University.
2. Your appointment and its continuation shall be subject to the fulfillment of the norms, including the qualification and experience criteria etc. whatever name it may be called as decided by the University from time to time.
3. You can be deployed at more than one working places or you may be posted or transferred or may be sent otherwise, in any of the constituent/affiliate Institution(s), associate(s), sister concern(s) and any other unit(s) of the University or its sponsoring body or any other organization, whether in existence or which may come into existence hereafter, on regular or deputation or contract basis or otherwise as per the terms & conditions as prescribed by the University from time to time. You may also be made to work in the industry partly or wholly as per the terms & conditions as prescribed by the University from time to time.
4. The above salary shall also be inclusive of all allowances, perks, benefits etc. whatever it may be called as decided by the University from time to time. You shall not be entitled to any allowances, perks, benefits etc. other than the said salary, either in cash or in any kind or in any other form, at any point of time. Further, the University reserves the right to include/exclude and/or increase or decrease any of the aforesaid allowances, perks, benefits etc. at any point of time.
5. You will employ yourself efficiently to the best of your ability and will devote your whole time to the work of the University and you will not engage yourself directly or indirectly either honorary or on remuneration in any other service or in any trade, business, vocation, occupation or profession.
6. Possessing Lap top during your employment will be compulsory and you will be required to arrange and maintain the same at your own cost, however you will be paid maintenance or otherwise such amount as per the policy of the University enforced from time to time.
7. You, besides the duties and responsibilities assignable for the designated post, may be assigned additional duties and responsibilities without any separate compensation and in case given the additional charge of duties and responsibilities whether by a specific order in writing or not, you shall be presumed to have taken the charge of such duties and responsibilities assigned to you from the specified date.
8. You will be on probation for a period of one year, which is extendable up to two years on the discretion of the University depending upon your performance. After satisfactory completion of your probation period, your services may be confirmed, but unless confirmed in writing you will continue to be on probation. Only the period of actual working will be counted towards the probation period.
9. Your employment with the University shall be subject to resignation/discontinuation of your services as mentioned herein, unless otherwise prescribed under the resignation/discontinuation of services policy of the University for the time being in force:
   - 9.1 During probation, your services can be discontinued at any time by serving one week notice on account of unsatisfactory performance or otherwise and that during probation you can resign from the services by giving two months notice.
   - 9.2 After confirmation of your services, your services can be discontinued by giving three months notice and you can resign from the services by giving three months notice.
   - 9.3 Notice so prescribed for the purpose of resignation during probation/after confirmation shall be subject to the following conditions:

**Signature of Appointee**

(Dr. Manish Gupta)

**Registrar (Admin.)**

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9.3.1 Notice of resignation can not be given in non teaching period. Entire duration of notice period should fall in the teaching period only. "Non teaching period" is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular semester/term (six months)/session and ends immediately before the start of actual teaching in a subsequent semester/term (six months)/session.

9.3.2 Notice period will not be applicable if you choose to resign in non teaching period and in such case you will be liable to pay two months salary in case of probation and three months salary in case of confirmed as compensation to the University.

9.3.3 Notice of resignation as prescribed if submitted, the University shall be entitled to relieve you at its discretion at any time within the notice period without compensation. Similarly, in case you being served with the notice of discontinuation of your services by the University, you can also leave at any time within the notice period and in that case you will not be made to pay any compensation.

9.4 You may resign from your services by giving two or three months notice, as above said subject to the condition that you will complete the respective academic semester/term(six months)/session(as case may be) i.e upto the last teaching day in a particular semester/term/session, unless otherwise decided by the University.

9.5 You may submit your unwillingness to join the services or letter of appointment may be withdrawn by the University, after the acceptance of the letter of appointment, for whatsoever reason subject to payment of compensation on either side equivalent to one month salary; provided that in case there is a gap of more than one month between the date of acceptance of appointment and the date of joining and information in writing is given atleast one month before the date of joining, fifteen days' salary as compensation shall be payable.

9.6 In case of unsatisfactory performance or discharge of duties or in case of any attitudinal problem, or in the event of breach of any of the terms and conditions of this employment, indiscipline, anti-organization behaviour, breach of faith and/or any conduct on your part which is inconsistent with the employer-employee relationship and/or prejudicial to the interest of the University; the University shall be at liberty to discontinue your services without any notice and without compensation and without prejudice to its legal and other rights and remedies for such breach or conduct on your part.

9.7 You, before leaving this service in all cases, shall hand over the charge of all the official documents, information and material in your possession to the immediate superior authority or any other person authorized for this purpose

10. The University reserves the right to display your details that may also include your joining, conduct, exit etc. its website or through internet or any other medium as deem appropriate

11. The University will retain a security deposit equivalent subject to a minimum of two month's salary. This amount can be deposited in lump sum or in installments as prescribed by the University deductible from your monthly salary. The entire amount of security deposit will be refundable to you at the time of superannuation or resignation/ discontinuation of your services, subject to settlement of all dues and other conditions as prescribed by the University. Simple interest as applicable shall be paid on the security deposit from the date of completion of two months salary security.

12. You shall be also be required to submit such security deposit(s) in form of a bond/bank guarantee or caution money or such any other document or certificate or affidavit etc. for various purposes as and when required by the University to ensure your adherence to the terms of any special privilege if any extended to you and/or the terms of your employment and/or the policy of the University for the time being in force.

13. Your appointment is based on the information submitted to the University and if at any time it is discovered that you have made a false or incorrect statement or other fraudulent means have been used for your appointment or otherwise, the University shall have the right to take any disciplinary action against you including the termination of your services and further reserves the right to recover the remuneration paid to you during your employment; notwithstanding anything contained under the Law of the Land or any other law for the time being in force.

14. The University shall have the right to amend or withdraw any provision of this letter of appointment with such implications as deemed necessary.

15. Notwithstanding anything stated in this letter of appointment, for any unforeseen issues arising that is not covered herein, or in the event of dispute/differences of opinion in interpretation of any provision of this letter of appointment or if any question arises with respect to any matters related to your employment in the University and likewise, whether expressly provided herein or not, the same shall be referred to the competent official or authority of the University, whose decision thereon shall be final and binding on all concerned.

16. The decision of the University with regard to matter(s) related to resignation/ discontinuation of your services shall be final and binding on all the concerned

17. You will be required to submit an undertaking, indemnity bond and employee oath as per the prescribed format at the time of joining and such other documents thereafter as and if required by the University.

18. All disputes will be subject to the Jurisdiction of Kapurthala Court of Law only.

If all the provisions of this letter of appointment are acceptable to you, you are required to submit the duplicate copy of this letter of appointment with all the pages signed by you at the specified places, as a token of agreeing and acceptance to this letter of appointment.

(Dr. Manish Gupta)
Registrar (Admin.)

Date: 23/10/2025

## Acceptance

I have read, understood, agree with and accept all the terms and conditions of this letter of appointment.

Dr. Rajesh Kumar

**Date:** 23/10/2025

**(Name and Signature of the Appointee)**

**Place:** LPU, Phagwara