ज्ञानेन प्रकाशते जगत्

INDUS UNIVERSITY

Where Practice Meets Theory

IU/APP/ADMIN/AST/2018/ 16.05.2018

To,
Ms, Richa Sharma
C-199 B, Mahesh Nagar
Jaipur - 302015

Sub: Appointment Letter – Regular.

Dear Ms Richa Sharma,

Please refer your interview dated 03.05.2018

We are pleased to inform you that you have been appointed as "Network Engineer" in Centre for Indic Studies of Indus University.

You shall be paid a monthly consolidated salary of Rs. 34800/- (Rupees Forty thousand only).

The general terms and conditions of your appointment are listed hereunder:

1. Your date of joining is 24th May 2018.
2. You shall produce at the time of assuming duty:

   (b) A certificate of physical fitness from MD (Allopathic Physician) empaneled by the university for the purpose. The list of Doctors and the performa for medical fitness certificate is available with HR Department. Your appointment and its continuation are subject to your being and remaining medically fit, both physically and mentally.

   (b) Original mark sheets with self-attested photocopies of all qualifying examinations passed from SSC onwards.

   (c) Two passport size color photographs.

   (d) Any other documents specified in the Offer Letter.

3. Your appointment will be subject to one-year probation period from your date of joining. After completion of probation period you will be issued a confirmation letter from Management, without which it will be deemed as extension of probation period. During the probation period, your service may be terminated by giving one months' notice from either side.

4. Your appointment is on a full time basis.

5. After successful completion of the probation period, you will be confirmed with your position, subject to approval by the Board of Management of Indus University. The University may extend the probation period, if it deems fit.

6. After confirmation, the university reserves the right to terminate your services by giving two calendar months' notice or two month's salary in lieu of the notice.

7. However, if you wish to leave the services of the university, you may do so by giving two calendar months' notice, while remaining actually on duty during this period before leaving.

8. You shall carry out all your duties and accept any additional responsibilities approved by the competent superior authority of the University.

9. In view of your appointment being fulltime, during the period of your services, you will not work for any other institute, company, firm or person/persons. You will also not engage yourself directly or indirectly in other activity or engage any other service, job, consulting, professional work, tuition, tutorial with or without remuneration or business, profession or vocation whether for profit or not and shall not engage or be concerned or be interested or vocation whether for profit or not and shall not engage or be concerned or be interested in any assignment/business of any kind whatsoever other than that of our University, without prior written consent of the management.

10. You will not, whether you are in the employment of the institute or not, at any time or times divulge or make public, by word of mouth or otherwise, any processes, transactions, confidential matters, intellectual property, technical know-how, dealings and other details that may be confided in you or known to you in the course of your employment with the university or otherwise.

11. If, you remain absent continuously for seven days without prior approval of your leave from your leave sanctioning authority, then your services with Indus University will be terminated and you will be relieved immediately from your service.

12. Any act of insubordination, insolence, dishonestly and gross negligence of duty committed by you will entitle the Management to summarily terminate your services without any notice.

13. Your superannuation will be at 60 years of age. This may change as per the discretion of the Board of Management at any time without giving any reason what so ever.

14. You will be eligible to avail all leaves (as per University rules) only after completion of your probation period and in case of overpayment of salary, you will be liable to refund such amount to the Institute/University on demand. During the probation period, you are entitled to one-day casual leave for each completed month of service with the University.

15. Any disputes arising out of your engagement with our University shall be addressed in the courts of law situated in the city of Ahmedabad only.

This letter is being sent to you in duplicate. Please sign one copy and return it immediately for official record.

Registrar

Indus University

Acceptance

I acknowledge that I have read, understood and agreed to work strictly in accordance with conditions, rules, duties and responsibilities of employment and a copy of the same has been provided to me. I will assume/assumed by duties from....

Date:

Place: Signature of the Appointee