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F: 7013:2025:2026 **July 31, 2025**

Mr. Roshan Sharma
Kuthara Khurd, Kunthada Khurd,
Jaipur, Bassi, Rajasthan – 303 012.

Sub: Employment for the post of Laboratory Assistant at SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University

Dear Mr. Sharma,

With reference to your application and the subsequent discussion you had with us on June 25, 2025, we are pleased to appoint you as **"Laboratory Assistant"** at SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University on Contract basis for period of two years w.e.f. the date of joining on the following terms and conditions:

1. You are designated as **Laboratory Assistant** at SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University, however; you shall be flexible in respect of responsibilities considering the requirements of the job. On the date of your joining, you will have to report in **Information Technology Department** at **SVKM'S NMIMS Deemed to be University, Chandigarh Campus.**
2. You will be paid a monthly consolidated amount of Rs. 35,000/- (all inclusive).
3. Your hours of work, shifts, weekly offs and holidays including Sundays shall be as may be notified from time to time by your HOD/Director/Vice Chancellor. No extra compensation will be paid to you apart from your salary for overtime and extended period of work. Your roles & responsibilities are attached herewith the letter of appointment in ***Annexure I.***
4. You will be governed by the service rules and regulations of the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University as it exists today and as may be amended or modified from time to time.
5. During the period of your employment, you shall not engage yourself directly or indirectly, with or without monetary benefits, in any other employment or activity which the HOD/Director/Vice Chancellor may in their sole discretion consider contrary or inconsistent with your duties and obligations hereunder and which may be prejudicial to the interest of the University. Further, you shall not divulge any of the affairs or secrets of the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University to any person, firm or Institute without the previous written consent of Director/Vice Chancellor nor you shall use or attempt to use any information which may injure or cause loss to the University.

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6. A ceiling of Rs. 1800/- p.m. as employer's contribution, as laid down in the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 will be applicable to you where the applicable salary of an employee is more than Rs. 15000/- p.m. Similarly, when the employer's contribution is less than Rs. 1800/- p.m., the contribution will continue to be worked out at 12 % on applicable salary till it reaches Rs. 1800/- p.m., as per the Provident Fund and Miscellaneous Provisions Act, 1952.

7. Your services are liable to be terminated at any time without assigning any reason after giving one-months' notice in writing or after payment of salary/wage in lieu of notice period. However, in the event of your quitting the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University's services, you are required to give 30 days notice in writing, failing which you will have to pay one month's salary or the salary will be recovered from your dues. The Executive Council, at its discretion, reserves the rights to accept the resignation with immediate effect from any time before expiry of the notice period or relieve you at your request by adjusting dues as may be determined by the Executive Council or waive the notice period. You will not be permitted to avail Privilege Leave during the notice period and your resignation shall not be accepted while on leave.

8. Your services are liable to be terminated by the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University without notice if you indulge in any act of misconduct or activities detrimental to the interests of the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University.

9. Upon cessation of your employment, the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University will settle all your legal dues only when you hand over the charge and papers, materials, documents or equipment which may be in your possession, and refund to the University any money due from you.

10. SVKM'S Narsee Monjee Institute of Management Studies (NMIMS), Deemed to be University does not accept any liability on account of your previous employment or any dispute arising out of the same, under any other employer.

11. You shall notify to the Director/Vice Chancellor regarding the change in your residential address or the address given by you in the application shall be treated as final for all purposes.

12. Your services are liable to be transferred to any other department, or establishment or site of the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University anywhere in India whether present or future.

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13. Your contract is subject to your acceptance of the existing rules and regulations as framed by the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University for employees or that may be in force from time to time thereafter.
14. You will obey all lawful orders of the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University and the persons put in authority over you by the SVKM'S Narsee Monjee Institute of Management Studies (NMIMS) Deemed to be University.
15. Your contract will end two years hence, from the date of your joining mentioned herein below without any further notice unless confirmed in writing. If you do not receive any communication before the end of your contract period, the further period of your service is to be considered as an extended period of contract, for which you will be paid your emoluments.
16. You have to ensure that you maintain good health (physical and mental) throughout your service. You will be subject to medical examination by the Medical Officer appointed by the Management.

Please sign and return the duplicate copy of this letter to signify your acceptance of the above terms and conditions.

Regards,

Dr. Sharad Mhaiskar
(Pro Vice Chancellor)

Approved by:

(Chancellor)

1) I accept and expressly agree to abide by the terms and conditions mentioned herein. I joined my duties on ...24. July. 2025.....

2) In the event of my death or becoming permanently incapacitated during the currency of my employment with NMIMS, all dues payable to me on account of employment at NMIMS may be paid to Mr./Mrs./Ms. .....SAMAR SHARMA..... who is my .....Daughter..... (Son/daughter/wife/husband).

I, further declare that on payment to above mentioned nominee, NMIMS will be fully released and discharged from all the claims whatsoever in nature due to me.

(Roshan Sharma)

c.c.: 1) Personal File
2) Accounts
3) I/C Director (Chandigarh Campus)

SVKM'S
Narsee Monjee Institute of Management Studies
Deemed to be UNIVERSITY
V. L. Mehta Road, Vile Parle (West), Mumbai - 400 056, India.
Tel: (91-22) 42355555
Email: enquiry@nmims.edu | Web: **www.nmims.edu**

CATEGORY-I UNIVERSITY

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Annexure – I

Roles and Responsibilities:

- Handle daily technical support activities (Hardware & Software diagnosis) for desktops, laptops, smart phones & printers with in defined SLA guidelines.
- Update call closure with details of solution provided on service desk tool immediately after call closure. Return defective spares on time to stores.
- Setup desktop computers / laptops and peripherals (printers, scanners etc.) and test network connections.
- Install and test desktop software applications Office, Acrobat, Mail, SAP client etc. and internet browsers
- Test computers periodically for Antivirus, Patches, disk fragmentations & windows updates etc. to ensure proper functioning of computer systems.
- Setup computers and install software for various applications and programs.
- Adhere to policies as per organization directives.
- Asset (Software & Hardware) management.
- IMAC (Install, Move, Add & change) related support activities.
- Develop and manage effective professional working relationship with client.
- Any other work assigned to you by the University time to time.

Dr. Sharad Mhaiskar
(Pro Vice Chancellor)