THE KALGIDHAR TRUST/ SOCIETY

P.O. BARU SAHIB (VIA RAJGARH), DISTT. SIRMOUR, HIMACHAL PRADESH - 173101
Mob. 98050-98730, 88940-75212, 88948-00395 E-mail: hr1@barusahib.org

Ref. No: Appt/KTS/HR/CBL/N/2548/25 Date: 25.10.2025

To

Ms. Rishu Rani D/o Sh. Surender Kumar
Address: Vill.- Dhani Babnpur, Teh.- Ratia, Distt.- Fatehabad, Haryana
Contact No: 98780-63451

Subject: Appointment against the post of Assistant Librarian on contract basis till 26th October, 2026.

1. With reference to your application for appointment against the above mentioned post, we are pleased to inform that you have been selected and offered this post, on the following terms and conditions:

(i) **You will draw a gross salary of Rs.30,000/- per month (Including allowances).**
(ii) You are required to give one month notice or salary in lieu thereof in case you wish to leave the job during this contractual period.
(iii) The organization reserves the right to terminate your service, during the contractual period without any prior notice or assigning any reason.
(iv) Your services shall be governed by the provisions of the Rules, Regulations and Guidelines of the organization as framed and modified by the management from time to time.
(v) If you avail the facility of board and lodging, in case it is available at the place of your posting, you will be liable to pay the prescribed charges for the same, which may be modified by the management from time to time.
(vi) The gross salary of one month will be deducted as security in 12 equal installments. On completion of the contractual period, this amount shall be refunded to you. This amount, however, will be forfeited if you resign from the service before **26th October, 2026.**
(vii) You shall be a whole-time employee of the organization and during your employment here, you are not permitted to engage in any other job, business, or profession, directly or indirectly. You are expected to devote your energy and efforts towards the affairs of this organization whole-heartedly and work honestly and diligently.
(viii) You are liable to be transferred to any other institution, managed or run by this organization anywhere in India.
(ix) You are required to submit your Medical Fitness Certificate from a qualified MBBS Doctor along with original test reports on Hb, ESR, Chest X-ray and Pregnancy Test (for married female candidate only) within one month of your joining.

2. If the above terms and conditions are acceptable to you, you should report for duty at **Akal University, Talwandi Sabo by 27th October, 2025 positively,** failing which this offer of appointment shall be treated to have been withdrawn.
3. Joining instructions and appropriate notes, given overleaf, may please be perused for guidance and compliance.

Manpreet Kaur
19/11/25

Authorized Signatory
The Kalgidhar Trust/Society

P.T.O.

JOINING INSTRUCTIONS

Akal University congratulates and welcomes you on your induction into the Akal University family.

1. Please go through all the Rules and Guidelines laid down by the organization, before joining.
2. For those availing our hostel facility, please ensure your arrival at the place of posting one day prior to your joining date. Also kindly bring your bedding (mattress, bed sheets, pillow and quilt/blanket).
3. You are required to carry your original certificates along with their duly attested photocopies, character certificate (issued by 'Panchayat Pradhan, M.C., or a Gazetted Officer not related to you) and four attested copies of your recent photograph. Your first salary will be released only after these documents are furnished, checked and found in order.
4. In reverence to the sanctity of this sacred profession and the school atmosphere, management expects all staff members to dress in decent and sober cloths. We want our staff members to be role models for students in their conduct.
   - While on duty, both male and female staff members are not permitted to wear T-shirts and jeans.
   - Male staff members will have to wear white shirts and trousers of sober colours only.
   - Female staff members are expected to wear sober-coloured clothes (saree or salwar kameez with dupatta). The shirt (kameez) should be long sleeved (at least up to elbows).
   - For two days in a week, the female staff is required to wear white or light-coloured clothes.
   - During winters, staff members are advised to wear sober-coloured winter clothing (sweaters or jackets).
   - Staff members are not permitted to wear jewellery while on duty.
5. For the ease of salary dispersion of staff members, they are advised to open their bank account with the same bank in which Academy's accounts are being maintained.
6. Within the perimeter boundary of Akal University, you should not be under the influence of or in possession of tobacco, alcohol or any other intoxicant.
7. Staff members are not permitted to carry mobile/ electronic gadgets inside the school campus.

NOTES

1) Charges for board & lodging will be applicable as per the order issued dated 19th October, 2021 under reference letter no. Gen/letters/1075/21.
2) First salary will released after approval from HR Baru Sahib, only on receipt of the Conduct and Performance report along with latest Police Verification by the Head of the school. These reports must reach the HR office, Baru Sahib before the last working day of the month so that his/ her first salary gets released without any delay.
3) You shall be entitled to 12 days' leave during a calendar year on pro-rata basis. No other leave shall be permissible.

Manpreet Kaur

Authorized Signatory
The Kalgidhar Trust/Society