AMITY UNIVERSITY
PUNJAB

24th July, 2024

Mr. Rishabh Kumar
Out House No. 3,
Squire Hall Rashtrapati Niwas,
Indian Institute of Advanced Studies,
Shimla – 171005.
Mob: 8219021823
Email: rishabhpratap1106@gmail.com

Dear Mr. Kumar,

1. This refers to your application and subsequent interactions you had with us; we are pleased to appoint you as **Library Assistant at Amity University Punjab at Mohali, Punjab**, at the following address:

   Amity University Punjab,
   Sector- 82A, Mohali - 140306

2. We offer you a salary agreed mutually. Kindly note that your emoluments will be subject to applicable statutory deductions as per rules.

3. The management may transfer you for work in any of its offices / Institutes in India – existing or to be opened in future- as it may consider necessary in its discretion from time to time. Consequent to such transfer, the rules & regulations of service applicable to such post or at the place of posting will become applicable to you.

4. You will be on probation for a period of one year from the date of joining duty. If considered necessary, the period of probation may be extended by the management at its sole discretion without assigning any cause or reason. During the period of your probation, your services can be terminated without giving any reason and without any notice. The same applies to you also.

5. After confirmation, the management can terminate your services by giving at least thirty days (30 days) notice or salary in lieu thereof, except on disciplinary grounds, in which case no such notice or payment in lieu thereof shall be necessary. You may also leave your services by giving at least sixty days (60 days) advance notice in writing or salary drawn in lieu of the notice period.

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6. You are required to join your duties by **26th August, 2024** failing which this offer shall stand cancelled.

7. At the time of appointment, you will be required to submit the following for verification and records

   a) Photocopies of academic & professional qualifications and matriculation certificates

   b) Relieving letter from your previous employer.

8. The final letter of appointment detailing all terms and conditions will be issued to you after your joining.

We wish you joy and success in all your assignments.

Please sign the duplicate copy of this letter as a token of your acceptance.

Yours sincerely



Shweta Singh
Assistant Vice President
Human Resources Division
Head Quarters

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24th December, 2024

SERVICE CERTIFICATE

1.	Name	:	Mr. Rishabh Kumar
2.	Campus	:	Amity University Punjab
3.	Designation	:	Library Assistant
4.	Salary Drawn	:	Rs. 27,000
5.	Date of Joining	:	27-Aug-24
6.	Date of Resignation	:	09-Dec-24
7.	Date of Leaving	:	24-Dec-24
8.	Reason of Leaving	:	Personal
9.	Conduct	:	Good

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Shweta Singh
Assistant Vice President
Human Resource Division
Amity University Punjab