OFFICE OF THE REGISTRAR

Ref. No.: NIMSUR/HR/2025/1012 **Date: 26-12-2025**

Mr. Sukhbir
Mobile No.: - +91 9728031959
Email: sonupilania959@gmail.com

Subject: Appointment to the post of Assistant Librarian, Nims University Rajasthan, Jaipur.

Dear Mr. Sukhbir,

1. On the basis of recommendations made by the Selection Committee, we are pleased to Appointment you to the post of **Assistant Librarian**, Nims University Rajasthan, Jaipur.
2. You will be given the salary of **Rs. 18,000/- (Eighteen Thousand Per Month)**. The payment will be subject to the income tax and other statutory compliances as per applicable rules of the University/ Institute.
3. You will be on probation for a period of one year from the date of your joining the university. On successful completion of your probation period; your services may be confirmed against the above position as per the Service Rules of University.
4. You will be governed by the General Conduct, Discipline and Appeal Rules & Regulations and Administrative Orders issued by the University, from time to time.
5. Under no circumstances will your resignation or separation from the College/University be accepted without either completing a 3 months' working notice period and it will be counted from the date your notice is received by the Registrar's office, or by paying 3 months' salary in lieu of the 3 months' notice period or the portion by which the notice period falls short.
6. You are required to bring all your original certificates including: Copies of all the relevant certificates related to your educational, professional qualifications, Aadhar Number, PAN Card, Photographs (7 nos.) and other personal details, Salary Proof, Experience Certificate & Relieving Letter from the previous employer/s, present yourself for pre-employment medical check-up in NIMS Hospital, Jaipur on the date of joining at 10.00 a.m.
7. The letter of appointment containing detailed terms and conditions governing your employment will be issued on your joining the University.
8. You are required to join the University on or before **02rd January, 2026 (Friday).**
9. You are also required to return duplicate copy of this letter duly signed as a token of acceptance of the appointment and/ or and/or acknowledge your acceptance through e-mail at hr@nimsuniversity.org

Registrar

C.C.: HR Department
Accounts Officer for necessary action