KALINGA UNIVERSITY

RAIPUR

KU/HR/NT/2024/049 22-Apr-24

APPOINTMENT LETTER

To,

Mr. Soubil Dandapat
S/O : Soubil Dandapat,
Ganakbandi, Amlagora, Ganakbandi,
Amlagora, Paschim Medinipur,
West Bengal - 721121

Dear Sir/ Mam,

As you applied for the post of Assistant Librarian to the Kalinga University, Raipur and Based on your Interview, recommendation of the selection committee members & subsequent discussions, we are pleased to offer you the position of "**Assistant Librarian"** in "**Library Department**" subject to your acceptance of the following terms & conditions: -

Date of Appointment, Timings, Weekly Off
Your appointment will be with effect from **22-Apr-24** subject to acceptance of the terms and conditions of this letter. Your timings of the office will be from 09:00am to 06:00pm and you will be entitled to one weekly off in a week, which may change from time to time. Presently, your appointment will be at Naya Raipur Campus and your weekly off will be on Sunday.

Salary
Your annual CTC will be 264000 (Rupees Two Lacs Sixty Four Thousand Only) which will be consolidated & inclusive of all perks etc.
The salary offered to you is an extremely confidential matter and any leakage of the same shall be considered as a serious breach of this confidence at your level.

Work Place
Your initial place of work will be Raipur; however, you can be transferred to any place of work in the same grade and emoluments.

Allowances/Benefits/ Reimbursements
You will be eligible for other Allowances/benefits/reimbursements /perks etc. as per HR Policies of the University.

Income Tax
Compensation/Salary payable under this appointment will be subject to Income Tax and the same will be paid to you after deduction of TDS or in alternate you shall be liable to pay the same.

Attendance
You will be required to record your attendance, both at the time of reporting for duty as well as the time of signing out for the day. By signing on the attendance register & marking your attendance through biometric system as well as through RFID Readers. In case of reporting late in the office in the morning, the rules of university as per policy will be applicable.

Confidentiality & Conduct

You are expected to discharge the duties entrusted to you with loyalty, sincerity and diligence, and you shall not directly or indirectly be connected with in any other business /Job or part time assignment whatsoever. You shall not be involved or indulged in any anti university activities or any illegal activities in any manner.

Campus:
Kalinga University, Kotni, Near Mantralaya,
Naya Raipur - 492 101. Chhattisgarh

Mob: +91 9303097043
E-mail: registrar@kalingauniversity.ac.in
Website: www.kalingauniversity.ac.in

Disciplinary Action

You shall not involve or indulge in any anti university activities or any union or association activities. In case you are found indulged in any anti university activities or illegal activities or misconduct of any type, you will be removed/terminated from the service immediately without any notice etc. and disciplinary action as per Law shall be initiated against you.

Termination & Resignation

University reserves the right to terminate your services by giving One month notice in advance in writing, similarly in the event you desire to resign from the job, you shall give One month's advance notice in writing, failing which, you shall be liable to pay, One months' salary in lieu of notice period to the university. It is worth to mention that in case of your action not in line with university objectives or in case your performance found poor and three warning letters/show cause notices issued and you failed to give satisfactory reply to those notices/letters, your services can be terminated with immediate effect without any notice or salary in lieu thereof.

Rules & Regulations -

- You will be on Probation Period of one year from the date of your joining. You will be entitled for only casual leave and short leave during the probation period and during that period if your performance will not found satisfactory, your services will be terminated without any notice or salary in lieu thereof.
- Depending upon your work requirements, sometimes you may need to devote extra time beyond your stipulated work hours of 09:00am to 06:00pm.
- Your services will be governed by the rules and regulations as framed by the University from Time to Time.

Wishing you all the best!

Kalinga University * Naya Raipur-492101 *

Dr. Liney Roy

Deputy Registrar & Head HR

Kalinga University

Raipur, Chhattisgarh

Acceptance

I Soubil Dandapat S/O/D/o- Prakash Dandapat, R/o- Vill. Ganakbandi, P.O. Amlagora, Dist. Paschim Medinipur, W.B. have gone through the above terms & conditions of the appointment letter and I accept the said appointment & undertake to abide by the terms of the above appointment letter.

Signature Soubil Dandapat.

Phone No. 7478118424

E Mail ID soubiloo7@gmail.com

Date – 22/04/2024