



# JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)  
P.O. Wagnaghat, Teh. Kandaghat, Distt. Solan - 173234 (H.P.) INDIA

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Date: 27.04.2022

JUIT: REGR: APPTT: 2022

Dr. Shikha Mittal  
WZ-98, 201, Om Vihar,  
Phase -I, Uttam Nagar West, New Delhi 110059.

## SUB: APPOINTMENT AS ASSISTANT PROFESSOR (GRADE-I) W.E.F 26-Apr-2022

Dear Madam,

We have pleasure in offering you the appointment of **Assistant Professor (Grade-I)** in the Department of **Biotechnology & Bioinformatics w.e.f 26-Apr-2022** in **Jaypee University of Information Technology, Wagnaghat, Solan H.P.** on the terms and conditions indicated below:

1. You will be paid salary in the scale of **18000-1500-30000-2000-58000** with effect from the date of your joining i.e. **26-Apr-2022** as per the details given below;

<b>SCALE OF PAY :- 18000-1500-30000-2000-58000</b>	
BASIC	18000
DA (100%)	18000
HRA (30%)	5400 @
SOFT FURNISHING ALLOWANCE	2500
BOOKS & PERIODICALS ALLOWANCE	2500
CONVEYANCE ALLOWANCE	5000
PF (12%) (Employer Share)	4320
LTA	1500
MEDICAL ALLOWANCE	1500
ACADEMIC GRADE PAY (AGP)	7500
SPECIAL ALLOWANCE-II	8075
<b>G. TOTAL (Rounded Off)</b>	<b>74295</b>

@ Not applicable in case of campus accommodation.

2. Tax, PF (Both employee & employer's share) and other statutory deductions would be made from your salary as per the rules prevalent from time to time.
3. You shall be subject to the Standing Orders, Service Rules and Regulations as well as the administrative orders of the University in force from time to time and shall obey all such orders and directions as you may receive from your superiors.
4. You shall be on probation period for **one year w.e.f 26-Apr-2022** and which may be extended at the discretion of the Management.
5. (a) During the period of probation or extended period of probation, an employee may resign or his/her services can be terminated by the University without assigning any reason by giving a notice or pay (Basic Pay & D.A.) equivalent to the one month, in lieu thereof.  
(b) On completion of probation you shall automatically be deemed to be absorbed in the Regular cadre unless information to the contrary is provided by the management.  
(c) After absorption in the regular cadre, the employee may resign or his/her services can be terminated without assigning any reason with following  
(i) With a notice not less than three months or  
(ii) With a minimum notice for a period till the end of semester/trimester in which resignation/termination shall become effective (i.e. the semester/trimester in which the last date of three months notices from the date of resignation/termination falls).  
(iii) The duration between para (i) & (ii) above shall be taken whichever is more.  
(v) Alternatively, the you or University will be required to pay the amount equivalent to the Pay(Basic Pay & D.A.) of 3 months.

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- (d) The Competent Authority may approve the resignation with immediate effect or from any date prior to the last date of the notice period on completion of academic/assigned responsibilities as may be decided by the management and without any liability of the Institution for the notice pay in case no further assignment can be provided by the Institution for the entire notice period.
  - (e) During your service if you absent yourself from the duties for a period of more than 30 days without information to the University and without obtaining the required sanction from the competent authority for your absence, then your services shall automatically stand terminated from the date of your first absence and without any further notice.
  - (f) **You will retire at the age of 65 years** and will automatically cease to be the employee of the University on superannuation on the last day of the month during which you attain the age of 65 years.
6. You shall faithfully serve the University, obey its lawful commands, keep its secrets, diligently and carefully learn and perform such work and business as may be entrusted to you regularly during such hours as may be prescribed and perform such duties as may be assigned.
  7. You shall devote your whole time to your duties and shall not carry on or be concerned in any other business or occupation, whatsoever. However, on approval of the competent authority you may take up consultancy assignments as per the service rules of the University.
  8. You shall be responsible for the charge and care of the University's money, goods & stores and any property entrusted to you or in your hands and shall truly and faithfully account for or pay over or deliver to the proper person, money, goods, stores and property which shall at any time come to your hands, or under your charge, on account of the University.
  9. You are, at present posted at **JUIT, Wagnaghat** but are liable to be transferred to any other location or University under Jaypee Education System at the sole discretion of University.
  10. You shall be eligible for (a) Leave as per University rules, (b) Reimbursement of LTA, which shall for the first time be eligible after completion of one year service with the University and further, once in a year, (c) Provident Fund benefits as per Government rules, (d) Gratuity benefits as per the University rule, (e) Mediclaim policy coverage, as per the service rules of the University, the limit of which may be decided from time to time, as admissible under University rules from time to time.
  11. Your appointment in the University will be as a direct recruit and the University will not bear any liability on account of leave salary, pension contribution, etc. to your former employer, if any.
  12. This appointment is subject to your being found medically fit by a registered physician (MBBS or above) on the panel of the University.
  13. Notwithstanding anything that is being defined in the terms and conditions (salient points) as given in the aforesaid paragraphs, the detailed, rules, guidelines and procedure given in the service rules and regulations of the institution as may be modified from time to time shall be binding. In case of any dispute on interpretation of any part of this letter or the rules governing your service or otherwise, howsoever arising, the decision of the University thereon shall be final and binding. The legal disputes if any shall be settled within the jurisdictions of Solan, HP.

If you are willing to accept the appointment on the terms and conditions as stated above, please sign and return the duplicate copy of this appointment letter. You should report for duty to undersigned.

We wish you a very happy association with us.

Yours sincerely,

For Jaypee University of Information Technology



Cc: Finance & Accounts Office - For information and needful please

I have read and understood / have been explained the above terms and conditions and service rules and regulations. All the terms and conditions / service rules and regulations are acceptable to me and I shall abide by them.

Place: JUIT

Date: 28<sup>th</sup> / April / 2022

Signature..... *Shikha Mittal*

Name..... *Dr. SHIKHA MITTAL*

Address.....