



# JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

Established by J.P. Group of Institutions, Solan, H.P. in 1983.

Wakfayat, P.O. Gomohar Bani, Kangra, Dist. Solan, H.P. India

Website: www.juit.ac.in

Phone No. 0191-222-066/201 (local)

Fax: 0191-222-066/201 (local)

JUIT:REGR:APPTT:

May 23, 2010

Ms. Rajni Mohana  
# 678, 3B1, Mohali  
Punjab.

**Sub: Appointment as Lecturer in the Department of Computer Science & Engineering/Information Technology w.e.f. 19<sup>th</sup> May 2010 (forenoon).**

Dear Madam,

We have pleasure in offering you the appointment of Lecturer (Computer Science & Engineering & Science / Information Technology) w.e.f. 19<sup>th</sup> May, 2010 (forenoon) in Jaypee University of Information Technology (JUIT), 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. 19<sup>th</sup> May 2010 (forenoon) as per the details given below:

(a) Basic Pay	: Rs. 18000/- p.m.
(b) D.A.	: Rs. 18000/- p.m.
(c) HRA (30%)*	: Rs. 5400/- p.m.
(c) Books & Periodicals Allowance	: Rs. 2500/- p.m.
(d) Soft Furnishing Allowance	: Rs. 2500/- p.m.
(e) Conveyance	: Rs. 5000/- p.m.
(f) AGP	: Rs. 7500/- p.m.
(g) Medical Reimbursement	: One Month's Basic per annum
(h) LTA	: One Month's Basic per annum

\* Not Applicable in case of Campus Accommodation

1. You will be paid HRA @ 30% of Basic Pay per month or accommodation by the University would be provided as per the applicable norms.
2. Tax and other statutory deductions would be made from your salary as per the rules prevalent from time to time.
3. Probation period shall be for one year w.e.f. your date of joining i.e. 19<sup>th</sup> May 2010 and which may be extended at the discretion of the Management.
4. (a) During the period of probation or extended period of probation, your services can be terminated by the University without assigning any reason by giving a notice of or emoluments equivalent to the three months notice period.

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- (b) During the period of probation or extended period of probation, you may resign with a notice not less than the balance period of the semester in which you wish to resign or minimum three months whichever is more. Alternatively you will be required to pay the total emoluments equivalent to the duration of balance period of semester or three months whichever is more.
- (c) After absorption in the regular cadre, your services can be terminated without assigning any reason by giving a notice not less than the balance period of the semester or three months whichever is more. Alternatively, you will be paid the total emoluments equivalent to the duration of balance period of semester or three months whichever is more. Similar conditions of notice period shall apply for you in case you wish to resign and you will be required to pay the total emoluments equivalent to the duration of balance period of semester or three months whichever is more.
- (d) 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. However, the University may at its sole discretion relax the aforesaid retirement age.
5. 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.
6. 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. 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.
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 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 at the sole discretion of University.
10. You shall be eligible for (a) Leave as per University rules, (b) Reimbursement of LTA, (c) Provident Fund benefits, (d) Medical Reimbursement etc. as admissible under University rules from time to time.

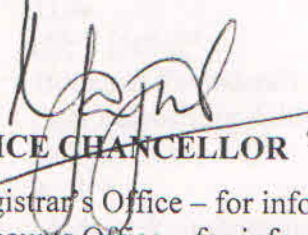
- 11. Your appointment in the University will be as a direct recruit and the University will not bear any liability on account of leave salary, pension contribution, etc. to your former employer, if any.
- 12. You will be reimbursed for self II AC Class railway fare from your above place of address to the place of your posting for joining duty after you have successfully completed the probation period.
- 13. This appointment is subject to your being found medically fit by a registered physician (MBBS or above) on the panel of the University.
- 14. For all other matters you will be governed by the rules and regulations issued / amended from time to time by the University.

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**



**ACTING VICE CHANCELLOR**

- cc: 1. Registrar's Office – for information and needful.  
 2. Accounts Office – for information and needful.

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

Place: ..... Signature..... Rajni Mohana  
 Date: ..... Name..... Rajni Mohana  
 Address..... # 678, 3B1, Mohali

WITNESS

Signature.....  
 Name.....  
 Address.....