

Ms. Shweta Pandit
 Vill Lower Mahadev,
 Tehsil – Sundernagar
 Distt. Mandi – 175 018 (HP)

Sub : Appointment as Assistant Professor (Grade-II) in the Department of Electronics & Communication Engineering w.e.f. 10th August, 2015 (forenoon).

Dear Madam,

We have pleasure in offering you the appointment of Assistant Professor (Grade-II) in the Department of Electronics & Communication Engineering w.e.f. 10th August 2015 (forenoon) in Jaypee University of Information Technology (JUIT), Wagnaghat, Distt. Soaln (HP), 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. 10th August, 2015 (forenoon) as per the details given below:

(a)	Basic Pay	: Rs. 21000/- p.m.
(b)	D.A.	: Rs. 21000/- p.m.
(c)	HRA*	: Rs. 6300/- p.m.
(d)	Soft Furnishing Allowance	: Rs. 2500/- p.m.
(e)	Books & Periodicals Allowance	: Rs. 2500/- p.m.
(f)	Conveyance	: Rs. 5000/- p.m.
(g)	AGP	: Rs. 7500/- p.m.
(h)	PF (Employee Share)**	: Rs. 5040/- p.m.
(i)	Medical Reimbursement	: Rs. 1750/- p.m.
(j)	LTA Reimbursement#	: Rs. 1750/- p.m.

* Not applicable in case of campus accommodation

** 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.

Allowed on completion of one year service and once in a year

- You will be paid HRA @ 30% of Basic Pay per month or accommodation by the University would be provided as per the applicable norms.
- Tax and other statutory deductions would be made from your salary as per the rules prevalent from time to time.
- Probation period shall be for one year w.e.f. your date of joining i.e. 10th August 2015 and which may be extended at the discretion of the Management

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5.
 - (a) During the period of probation or extended period of probation, you may resign or your services can be terminated by the University without assigning any reason by giving a notice or salary (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, you may resign or your 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 your resignation/termination shall become effective (i.e. the semester /trimester in which the last date of three months notice from the date of resignation / termination falls)
 - (iii) The duration between para (i) & (ii) above shall be taken whichever is more.
 - (iv) Alternatively, you or University will be required to pay the amount equivalent to the salary (Basic Pay & D.A.) of 3 months.
 - (d) 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.
 - (e) 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 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.
8. You shall devote your whole time to your duties and shall not carry 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.
9. You shall be responsible for the charge 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.
10. You are at present posted at JUIT Wahnaght, Distt. Solan (HP), but are liable to be transferred to any other location at the sole discretion of the University.

11. 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.
12. 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.
13. You will be reimbursed for self II A.C. 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.
14. This appointment is subject to your being found medically fit by a registered physician (MBBS or above) on the panel of the University.
15. 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

VICE CHANCELLOR (ACTING)

c.c.:

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: JUIT

Date: 26/09/2015

WITNESS

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

Signature... *Shweta Pandit*
Name... *Shweta Pandit*
Address... *D/O. Sh. Sushil Kumar*
Vill Lower Mahadev
PO Mahadev, Teh. Sundernagar
Distt Mandi (H.P.) 175018