

Ms. Neena Jindal
171, Kidwai Nagar,
Ludhiana (Punjab)

Sub : Appointment as Associate Lecturer on contractual basis for a period of 2 years w.e.f. 23rd October, 2006

Dear Madam,

We have pleasure in offering you the appointment of Associate Lecturer (Professional Development & for Administration Work) on Contractual basis for a period of 2 years w.e.f 23rd October, 2006 in Jaypee University of Information Technology (JUIT), Solan, H.P. on the terms and conditions indicated below:

1. You will be paid salary with effect from the date of joining i.e 23rd October, 2006 as per the details given below:

(a)	Basic Pay	:	Rs.10000/-p.m.
(b)	Other Allowance (Fixed)	:	Rs. 7500/- p.m.
(c)	HRA	:	Rs. 2500/- p.m (in case single accommodation not provided by the University)
(d)	Special Allowance	:	Rs. 3000/- p.m.
2. You will be provided single accommodation by the University as per the applicable norms.
3. You will not be entitled for any other allowances / perks or benefits except what is mentioned in this contractual appointment letter.
4. Tax and other statutory deductions would be made from your salary as per the rules prevalent from time to time.
5. This contractual appointment is for a period of 2 years from the date of your joining, which shall stand terminated after that period. However, subject to the sole discretion of the University, a new contract for a specified term may be considered after satisfactory completion of this contract.

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6. During the period of contract or extended period of contract, this appointment can be terminated without assigning any reason by giving one month's notice in writing by either party or giving one month's Basic Pay in lieu of notice.
6. You shall faithfully serve the University, obey its lawful commands, keep it 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 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.
9. 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.
10. You are, at present posted at JUIT, Solan, H.P. but are liable to be transferred to any other location at the sole discretion of University.
11. You shall be eligible for (a) Leave as per University rules, (b) Provident Fund benefits 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 class railway fare from your above place of address to the place of your posting for joining duty after you have completed one year contractual appointment 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
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 :

Signature..... 

Date :

Name.. Neena Jindal

Address.. 171, Kidwai Nagar, Indh (B)

WITNESS

Signature.....

Name.....

Address.....