



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

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Ref: SVSU/APPT/2019

Date: 15.07.2019

To,

Mohd. Zafar S/o Mohd. Wasi
Shyampur Road, Town Kithore
Meerut-250104, (UP)

Sr/Madam,

Appointment Letter

In reference to your application and subsequent interview/discussions, the Vice Chancellor is pleased to appoint you on the post of Assistant Professor in Kharvel Subharti College of Pharmacy of this University subject to recommendation by the selection committee whenever held on following terms and conditions:-

1. You will be on probation for one year. The probation period can be reduced or extended on the basis of your work report. Your services can be terminated any time without assigning any reason during the probation period or on recommendation by the Selection Committee whenever held.
2. You will get salary as per norms of the University.
3. You will be required to apply at least one month before expiry of the probation period for regularization of the post. If you do not apply/you are not issued the letter of regularization, the probation period shall be considered as automatically extended.
4. If Residential Accommodation is provided within the University Campus the Accommodation Charges, Electricity Charges, Service Charges etc, will be deducted from your salary as per University rules.
5. You will follow the dress code, if any, with nameplate and ID card while on duty.
6. If you want to leave the job, you are required to give prior notice of one month during probation period and three months after probation period. The University may or may not agree to relieve you, if you surrender salary in lieu of the notice period. If you leave the job without giving notice or surrendering the salary of the required period, you will be liable for legal action and an interest @ 2% per month will be levied upon you on the recoverable amount. It is also clarified that abstaining from the duties will not be included in the notice period if the resignation is given afterwards. The date of the resignation will be considered the day you submit the resignation.
7. The University will have the right to relieve you any time during the notice period, if the University is of the opinion that during the notice period your services are not required by the University. The University reserves the right to refuse to accept your resignation during the academic session (1st August to 31st July) if the teaching/clinical replacement is not available to the University.
8. In exceptional circumstances, the notice period can be waived off by the Vice Chancellor on the recommendation of a committee consisting of the CEO, Principal/Dean of the College/Faculty and the HOD of concerned department.
9. If the University wants to relieve you, it will give you one month notice during probation period and three months notice after probation period or salary in lieu of the notice period.
10. During notice period, no leave other than CL will be permissible. If any kind of leave, other than CL (including LWP) is taken during the notice period, the notice period will be extended by the same number of days as number of leaves taken during this period.
11. You will be allowed only CL in addition to institutional leaves during probation period. You will get leaves according to rules of the University as applicable to your post and experience after the probation period.
12. If you wish to apply elsewhere for any regular/temporary appointment/course of study, you will have to obtain No Objection Certificate (NOC) from the University before applying. The NOC to apply elsewhere or any experience certificate will be issued to you only when you deposit an amount in your reserve fund, equal to the salary of the notice period.
13. There will be compulsory deposits of 5% per month out of your salary. The fund thus raised will be called the Reserve Fund. You will earn interest on your deposits annually as per the rate of fixed deposit of a nationalized bank for one year.
14. The Reserve Fund will be returned back to you after you leave the job in accordance with the rules of the University. In case of resigning and leaving the job without following the rules of the University, the Reserve Fund may be forfeited.