

HR/RECT/SU/0118/320

17th January, 2018

LETTER OF OFFER

Dear Mr. Pankaj Sharma,

We are pleased to offer you the post of “Assistant Professor” in Department of Computer Science & Engineering, School of Engineering and Technology, Sharda University on a monthly gross salary of Rs. 58,000/-

- A notice of one month is necessary while resigning from the services of the University. However, no request regarding resignation may be entertained in between a term.
- Your performance will be reviewed on the basis of “Performance Appraisal and Reward System for Faculty”.
- You shall be on probation for a period of one year from the date of joining. In case your performance during the probation period is found to be unsatisfactory, your services may be terminated without giving any notice.
- Your appointment shall be governed by the rules and regulations* of the University (including Discipline and related matters), as applicable from time to time.
- You are requested to send your acceptance of this offer within 2 days from the date of issuance, failing which the offer stands withdrawn / cancelled automatically.

You are requested to bring the documents as per the enclosed list at the time of joining.

If the offer is acceptable, you are advised to report on 22nd January-2018 in Room No. 116, 1st Floor, Block No -3, Eastern Sector at our university campus. In case you fail to report for duty on the above date, unless extended by mutual consent, this offer will stand automatically withdrawn.

Yours Truly,



Director - HR
Sharda University
Greater Noida (U.P)