



RAS BIHARI BOSE SUBHARTI UNIVERSITY

Subhartipuram, Kotda Santaur, Aamwala Road, P.O- Chandanwadi,

Nanda Ki Chowki, Prem Nagar, Dehradun - 248007

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Ref. No: - RBBSU/AL/2024/11/0413

Dated:- 06/11/2024

APPOINTMENT LETTER

To,

Ms. Pooja Deori Almia

W/o Mr. Amit Almia

Add: New Indira Colony, Khatyari, Almora, Uttarakhand-263601.

Madam,


In reference to your application dated 09/10/2024 and subsequent interview/discussion, the Hon'ble Vice Chancellor, Ras Bihari Bose Subharti University is pleased to appoint you as **Tutor in Narayan Swami College of Nursing, Dehradun** and you may be assigned duties in **Associated Hospital** on the following terms & conditions:-

1. That you will be on probation period of one year from the date of your joining. Your service may be terminated any time without assigning any reason during the probation period. The probation period can be extended or reduced depending upon your work performance and conduct.
2. That you will be entitled to get consolidated emolument for the post of **Tutor** as per the norms of the University.
3. That you shall abide by the service rules of this University, either existing or as modified from time to time. A general notice issued regarding the rules and regulations shall be considered as sufficient and no specific notice in your name will be required.
4. That you will be entitled for casual leave only during probation period and other leaves will be applicable as per provisions of the University.
5. That if you want to leave the job, you will have to give prior notice of one month during the probation period and three months notice thereafter. Salary in lieu of the notice period can be accepted by the Hon'ble Vice Chancellor if you apply for the same. However, the Hon'ble Vice Chancellor has the right not to accept your application, if submitted.
6. If the University wants to relieve you it will give you a notice of one month during the Probation period and three months' notice thereafter. You can be relieved by the University anytime after paying you the salary in lieu of the notice period.
7. During notice period, no leave other than C/L will be permissible. If any kind of leave (including LWP), other than C/L, is taken during this period, the notice period will be extended by the same number of days as number of leaves taken during this period.
8. For seeking employment elsewhere for any regular or temporary appointment, you are required to obtain No Objection Certificate (NOC) from the competent authority of the University before applying. If at any time it comes to the notice of the authorities of the University that you have applied for a job elsewhere directly without obtaining NOC, it will be considered an act of indiscipline.
9. In exceptional circumstances the notice period can be waived off on the recommendation by a committee consisting of the Managing Trustee or his nominee, Principal of the college and the HOD of the concerned department.
10. 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 college. Furthermore, management has the right to refuse to relieve you during the academic session even if the condition of notice period is fulfilled.
11. That you will be whole time employee of the University and shall not engage yourself in any type of job/business either honorary or otherwise without the prior permission of the management.

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Dehradun (Uttarakhand)

11. That you will be whole time employee of the University and shall not engage yourself in any type of job/business either honorary or otherwise without the prior permission of the management.
12. That the appointment is being made on the basis of the particulars given in application for employment and in case any information is found false or incorrect the services will be deemed *void ab initio* and you will be liable for termination without any notice or notice pay. The University will be within the right to take legal action against you.
13. It is also specified that in case the documents submitted by you are found false, fake or forged, the responsibility of any action by any authority will be entirely yours and not of the University.
14. You will observe the timing of the College/University.
15. Disciplinary action as per decision of the Hon'ble Vice Chancellor/Disciplinary Committee of the University/Unit Head/H.O.D can be taken if you do not observe college timings or other rules or misbehave with anybody in the institution, indulge in any illegal practice, do any act which is against the interest of the University, Nation or the Humanity which may include termination of your service without any prior notice.
16. That 5% of your monthly salary will be deposited on account of Reserve Fund and you will earn interest on your deposits as per the rules of the University. Reserve fund will be returned after you leave the job in accordance with rules of the University, otherwise the staff reserve fund deposit may be forfeited.
17. That 1% of salary will be deducted towards Free Medical Facility (FMF). Routine Medical Services available at Dr. K.K.B. Memorial Subharti Hospital will be free for you, your wife and first two Children if they are not under employment anywhere. Cost of the medicines will have to be borne by you. Charges for special investigation/procedures and special facilities shall be borne by you as per the policy of the University. Detailed List can be obtained from the Office of Medical Superintendent, Dr. K.K.B. Memorial Subharti Hospital. You will be required to submit details of yours family members along with their photographs at the time of joining the institute/ College to avail of this facility.
18. That 1% of salary will be deducted towards Staff Emergency Fund.
19. You are required to join your duties at the earliest with all Original Certificates, Testimonials, Experience Certificates, Address proof & 7 passport size photographs.
20. You are required to submit the duly signed attached declaration at the time of joining.


Registrar


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