



SRHU/HRD/2024-7887

Date: 06.12.2024

Dr. Paranjaya Kumar (ID No. 7012)
S/o Mr. Himanshu Kumar
60/3 New Nehru Nagar
Roorkee
HARIDWAR

REF : CONTRACTUAL EMPLOYMENT

Dear Dr. Kumar,

The competent authority of the University is pleased to appoint you as **Tutor** in the department of **Community Medicine** at Himalayan Institute of Medical Sciences (a constituent academic unit of the University) with effect from **06.12.2024** for a period of **Six Months** on the following terms & conditions:

- i. **Salary Package:-** You will be paid a consolidated salary of **Rs. 75,000/- (Rupees seventy five thousand only)** per month.
- ii. **Payment of Salary:** - To facilitate the crediting of your salary, you are required to open a bank account with S.B.I. HIHT, Jolly Grant, Dehradun within one week of your joining. The account number of your bank account should be shared with the Finance Department of the University.
- iii. **Medical:** You shall be required to undergo a medical fitness test at our hospital at a nominal charge. Your employment will be subject to your being found medically fit by the Medical Board of the University. You are also required to produce a proof of being vaccinated for hepatitis B or else you will be vaccinated at our Hospital at your own cost.
- iv. **Type & Nature of Appointment:** You shall be on "Contract" for a fixed period as stated above. Your appointment will automatically come to an end on the expiry of the specific period and no notice or notice pay will be payable to you by the Management. In case of resignation/termination of employment before completion of specified period, one month notice or salary in lieu of one month notice will be payable by either side. Based on your performance during the contract period, the University reserves the right to reduce/dispense with or extend the contract period at its sole discretion or terminate your services.
- v. **Key Responsibility Areas (KRAs):** You will be expected to achieve your KRAs and to take on additional responsibilities assigned to you by the authorities of the University, from time-to-time.
- vi. **Transfer:** Your services, while working with the Swami Rama Himalayan University, are liable to be transferred/deputed to any other location, associated or affiliated unit within or outside the University premises.
- vii. **Prohibition of Double Employment:** You shall not indulge in private practice or any other engagement including part time employment, directly or indirectly either honorary or on remuneration in any other organization.
- viii. **Seeking Employment Elsewhere:** In order to seek employment elsewhere, you are required to obtain No Objection Certificate (NOC) from the competent authority. If at any point of time it comes to the notice of the authorities of the University that you have applied for or sought a job elsewhere directly without obtaining NOC, your services are liable to be terminated without any notice.
- ix. **Academic Progression:** For acquiring higher academic/professional qualifications, you will be required to take prior written approval of the University authorities.
- x. **Confidentiality:** Irrespective of your employment status with the Swami Rama Himalayan University, without prior permission, you shall not divulge or disclose any information about the University which may come to your knowledge during the course of your employment with the University.

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Swami Rama Himalayan University
Dehradun (Uttarakhand)

V. Chatterjee



- xi. **Address:** Any change in your address must be communicated to the HR department in writing. All correspondence from the authorities addressed to you shall be deemed to have been delivered at your last address, as per your personal record maintained by the HR Department of the University.
- xii. **Leave:** You will be entitled to leave as per service rules of the University.
- xiii. **IPR Policy:** You shall be governed by the IPR Policy of Swami Rama Himalayan University. In case of violation a strict action, including legal action, may be initiated against you.
- xiv. **Service Rules:** You shall be governed by the service rules of Swami Rama Himalayan University. The University reserves the right to add, delete or modify any or all rules, which shall be final and binding.
- xv. **Documents:** At the time of your joining you are required to submit a self-attested photo copy set of your educational & experience certificates in the office of the undersigned.
- xvi. **Notice Period:** Notice period shall be of one month. Resignation with relieving within 24 hours received from clinicians, nursing & other technical staff posted in critical areas of the hospital will not be entertained on account of 'Essential Services'. However, resignation will be accepted subject to the condition that they serve the required notice period.

During the course of employment, your services shall be governed by the provisions of the University Act, its duly approved statutes, ordinances and rules & regulations made by the University from time to time.

Please confirm the acceptance of this appointment letter by signing and returning the duplicate copy to the office of the undersigned

For and on behalf Swami Rama Himalayan University


Vinay Chaturvedi
Manager (HR)

Copy to: Hon'ble Vice Chancellor
Director Operations

I have gone through the above terms and conditions of my service and accept them fully without any reservation. I also agree to abide by the Rules and Regulations of the University. I am likely to join my duties on.....

Date _____

Signature _____


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