Swami Rama Himalayan University
(Estd. Under section 2(f) of UGC Act, 1956 vide Uttarakhand State Act)
Swami Ram Nagar, Jolly Grant, Dehradun 248016
Uttarakhand, India

स्वामी राम हिमालयन विश्वविद्यालय
(यूजीसी अधिनियम, 1956 की धारा 2 (f) के अंतर्गत उत्तराखण्ड राज्य अधिनियम द्वारा स्थापित)
स्वामी राम नगर, जौलीग्रान्ट, देहरादून 248016
उत्तराखण्ड, भारत

SRHU/ HRD/2025- 614

Date 06.03.2025

Ms. Aakriti Kotiyal (ID- 7178)
D/o Mr. Pawan Kotiyal
Dangi Dubarkhet, Bhatkot
Tehri Garhwal
**UTTARAKHAND**

**REF : CONTRACTUAL EMPLOYMENT**

Dear Ms. Aakriti,

The competent authority of the University is pleased to appoint you as **Staff Nurse-Trainee** in the department of Nursing in Himalayan Hospital (a constituent unit of the University) with retrospective effect i.e. from **01.03.2025** for a period of **six months** on the following terms & conditions:

i. **Salary Package:-** You will be paid a consolidated salary of **Rs. 15,000/- (Rupees fifteen 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.

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.

Training & Placement Cell
Swami Rama Himalayan University
Dehradun (Uttarakhand)



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Swami Rama Himalayan University
(Established Under section 2(f) of UGC Act, 1956 vide Uttarakhand State Act)
Swami Ram Nagar, Jolly Grant, Dehradun 248016
Uttarakhand, India

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स्वामी राम नगर, जौलीग्रान्ट, देहरादून 248016
उत्तराखण्ड, भारत

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 for 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. It is also mandated to get all your medical qualifications (UG/PG/Super specialty) registered with Uttarakhand Nursing Council within one month of your joining.

xvi. **"You are required to get ACLS/BLS training certificate within two months of your joining. The cost of the said training shall be borne by you".**

xvii. **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 of Swami Rama Himalayan University**

**Vinay Chaturvedi**
**Deputy Registrar (HR)**

Copy to: Hon'ble Vice Chancellor
Director Operations
Finance Department

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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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**Note:** Kindly report to the HR Department for joining and onboarding purposes. Please bring the following documents, preferably digital copies, at the time of your joining.-

i. All documentary proof of educational qualification.
ii. Experience certificate.
iii. Relieving certificate from your last employer.
iv. Proof of last drawn salary.
v. Four passport size color photograph.
vi. Self-attested copy of PAN Card & Aadhar card.
vii. Proof of hepatitis B & COVID vaccination, if vaccinated.

Training & Placement Cell
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Dehradun (Uttarakhand)

Tel: 91-135-2471102, 2471140 Fax: 91-135-2471141 Email: info@srhu.edu.in Website: www.srhu.edu.in

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