



SRHU/HRD/2021-355

Date : 12.07.2021

Dr. Kriti Bindal
D/o Mr. B.K Gupta
711/40 Mathura Vihar
Roorkee
UTTARAKHAND

REF : OFFER OF EMPLOYMENT

Dear Dr. Kriti,

We are pleased to inform you that the competent authority of the University has approved your appointment on the post of **Senior Resident** in the department of **Anaesthesiology** for a period of **one year** from your date of joining the University on the following terms and conditions.

(i) **Salary Package:-** Your monthly salary will be as follows:-

Scale -	MS-11	
Basic Pay	-	₹. 22,150/-
NPA	-	₹. 5,540/-
Variable Allowance	-	₹. 65,740/-
Hostel Allowance	-	₹. 1,200/-
Education Allowance	-	₹. 400/-
Transport Allowance	-	₹. 3,000/-
Medical Reimbursement	-	₹. 2,500/-
HRA	-	₹. 7,000/-
Gross (inclusive of HRA)	-	₹. 1,07,530/-per month

(₹. One lakh seven thousand five hundred thirty only)

- (ii) **Payment of Salary** :- To facilitate credit 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 and provide the account number to our Finance Department, failing which it will be difficult to release your salary.
- (iii) **Job Function** :- You shall most diligently and faithfully carry out all the work assigned to you by the authorities from time to time.
- (iv) **Medical** :- Your appointment and confirmation in employment will be subject to your being found medically fit by the Medical Board of the University whose findings will be final and binding upon you. You are also required to produce a proof of hepatitis B vaccination else you will be vaccinated at our Hospital. The cost of such vaccination shall be borne by you.
- (v) Your appointment will initially be for a period of **one year** with effect from your date of joining and may be extended on yearly basis.
- (vi) **Transfer** :- It is understood that while working with the University, you may be transferred/deputed to any other place of work within or outside the University (including Tehri Cluster posting and camps at hilly areas).
- (vii) **Prohibition of Double Employment** :- Your appointment is whole time and you will not be allowed a private medical practice or any other part time employment during your appointment with the University.
- (viii) **Seeking Employment Elsewhere** :- For seeking employment elsewhere, you are required to obtain NO Objection Certificate (NOC) from the competent authority. 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, your services are liable to be terminated without any notice or salary in lieu thereof.

P-SDV/C

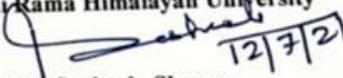


- (ix) **Confidentiality** :- You shall not divulge or disclose the information or the affair or transaction which may come to your knowledge during the course of your employment with the University.
- (x) **Address** :- In case of change in the address during the course of your employment with the University, it shall be your duty to intimate the new address in writing to the authorities within three days. All communication to you made by the authorities at your last address shall be deemed to have been delivered to you.
- (xi) **Leave** :- You will be entitled for leave as per service rules of the University. Please note that there is no provision for leave without pay(LWP). However in extraordinary circumstances if an employee is sanctioned LWP, his/her Senior Residency tenure will not be extended, the employee had to compensate by depositing salary for the period shortfall of one year Senior Residency.
- (xii) **Service Rules** :- In addition to oral/written instructions, office orders, you will be governed by the service rules of the University. The Swami Rama Himalayan University has absolute power to add, delete and modify any of the service conditions, which shall be final and binding.
- (xiii) **Documents** :- You shall deposit a Photostat set of your **educational & experience** certificates in the office of the undersigned at the time of joining. **As per the norms you are required to get all your medical qualifications (UG/PG/Super specialty) registered with Uttarakhand Medical Council within one month of your joining.**
- (xiv) **Security Money** :- One month salary will be recovered in 5 equal monthly installments during initial five months of appointment and will be retained as Security Money. This amount will be returned to you on production of NO DUES CERTIFICATE at the end of service.
- (xv) Resignations 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'.

If you agree and are accepting this offer letter on the terms and conditions as set out herein, please sign and return the duplicate copy of this offer letter to the office of the undersigned. This offer letter is valid for a period of one month from the date of issue of this letter. In case you do not report for joining within the validity period of this offer, it will be presumed that you are not interested for employment and accordingly this letter shall automatically stand cancelled and withdrawn.

Please remember that this University is unique in its aims and objectives. We therefore require a very sincere attitude in all your undertakings within the University which confirms and contributes to the overall efficiency and philosophy of the Swami Rama Himalayan University.

For Swami Rama Himalayan University


12/7/21
Dr. Susheela Sharma
Registrar

Copy to: Hon'ble Vice Chancellor

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 _____

Note: You are advised to report to HR Department for joining purposes. Kindly bring the following documents at the time of your joining:-

- All documentary proof of educational qualification.
 - Experience Certificate.
 - Relieving certificate from your last employer.
 - Proof of last drawn salary.
 - Five passport size color photographs.
 - Photocopy of Pan card & Aadhar card.
 - Proof of hepatitis B vaccination
- You are requested to preferably bring digital copies of all your testimonials.

P-SD/VIC
