

Dr. Sonam Choudhary



SWAMI VIVEKANAND
SUBHARTI UNIVERSITY

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Ref: SVSU/APPTT./2017/ 1691

Date: 15.06.2017

To,

Dr. Sonam Choudhary D/o Sh. Brijpal Choudhary
B-3/179, Yamuna Vihar, Bhajan Pura
North East, Delhi- 110053

Appointment Letter

Sir/Madam,

In reference to your application and subsequent interview/discussions, the Vice Chancellor is pleased to appoint you on the post of Senior Resident in the Department of Obst & Gynae. in Subharti Medical College of this University subject to recommendation by the Selection Committee whenever held on following terms and conditions:-

1. You will be on probation for one year. The probation period can be reduced or extended on the basis of your work report. Your service can be terminated any time without assigning any reason during the probation period or on recommendation by the Selection Committee whenever held.
2. You will be required to apply on enclosed proforma at least one month before the expiry of the probation period for regularization of the post. If you are not regularized, the probation period shall be extended automatically.
3. You will get a salary with basic grade pay of 15600-39100+HRA, if accommodation is not provided by the University.
4. If Residential Accommodation is provided within the University Campus the Accommodation Charges, Electricity Charges, Service Charges etc, will be deducted from your salary as per University Rules.
5. You will follow the dress code, if any, with nameplate while on duty.
6. If you want to leave the job, you will have to give prior notice of one month during probation period and three months after probation period or salary in lieu of notice period. If management wants to relieve you, three months notice period or salary in lieu of the notice period will be given to you after probation period.
7. If you wish to apply elsewhere for any regular/temporary appointment before applying, you will obtain No Objection Certificate (NOC) from the University.
8. 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.
9. The management will have the right to relieve you any time during the notice period, if the management 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.
10. In exceptional circumstances the notice period can be waived off by a committee consisting of the Vice-Chancellor or his nominee, Principal of the College, and the HOD of concerned department.
11. You will be allowed only C/L in addition to institutional leaves during probation period. You will get leaves according to rules of the University as applicable to your post and experience after the probation period.
12. There will be compulsory deposits of 5 % per month out of your salary. The fund thus raised will be called the Reserve Fund. You will earn interest on your deposits annually as per the rate of fixed deposit of a nationalized bank. The interest will be paid in April every year.
13. The Reserve Fund will be returned back to you after you leave the job in accordance with the rules of the University and in concurrence with the management. In case of resigning and leaving the job without following the rules of the University, the reserved fund may be forfeited.

14. 1% of salary will be deducted towards Free Medical Facility (FMF). Routine Medical Services available at Chhatrapati Shivaji Subharti Hospital (CSSH) of the University are free for you, your wife/husband and first two children if not doing any job or private business. Cost of the medicines will have to be borne by you. Charges for special investigations/procedures and special facilities are also to be borne by you. Detailed list can be obtained from the Office of Medical Superintendent Chhatrapati Shivaji Subharti Hospital. You will be required to give details of your family members along with their photographs at the time of joining the Institute/College.
15. TDS, if applicable, will be deducted at source. You are required to open an account in the Oriental Bank of Commerce, Subhartipuram and keep the Account Office informed of your savings and investments so that correct TDS is calculated.
16. The Head of Institution reserves the right of posting you to any other department or any Centre under the College for the purpose of academic/administrative/clinical activity.
17. The Vice Chancellor has the right to post you on deputation or transfer you permanently to any college/centre under the University or in its sister concern or associated organization. Under such condition, rules of that particular College/Centre/Organization will be applicable.
18. You will observe college timings and other rules, which are in force as on today or which may be applicable from time to time. General notice issued by the University shall be considered as adequate information given to you and no separate information will be required. You will be required to come early or stay back after routine hours or come on non-working day whenever needed for the purpose of academic/administrative/clinical duties for no extra payment.
19. You are supposed to do all academic activities which include teaching, research, examining, paper setting for examination, evaluating of examination copies, taking practical examination, invigilation duties etc. You may be assigned administrative duties in addition to your academic duties and no additional payment will be made except wherever allowed as per University rules.
20. Disciplinary action as per decision of the Disciplinary Committee or by the Head of Institution can be taken if you violate any rule. Your service may be terminated anytime without assigning any reason and giving any notice period, if you break the discipline of the University or work against the interest of the University.
21. Your appointment will be subject to your production of fitness certificate by Medical officer of CSSH. Similarly your continuation in the service will be subject to your mental and physical fitness. The Vice Chancellor has the right to demand a medical fitness certificate from you any time during your tenure and take a decision on continuation of your service.
22. You are required to join your duties at the earliest but not later than 22.06.2017 with a set of self attested photocopies of the Certificates, Testimonials, Experience Certificates, Degree, Address Proof and two passport size colored photographs.
23. In case, any certificate is found incorrect/fake, you will be liable for any departmental action/legal action thereof.
24. There are certain privileges which are provided to faculty members such as Earn Leave, Maternity Leave, and Academic Leave etc. You will be entitled to avail these privileges only after the completion of probation period and confirmation of job.

Note :- You are required to go through all above clauses of your Appointment Letter carefully and record your acceptance by signing the enclosed performa at the time of joining.

Enclosure: Performa


Registrar
AS


Registrar
AS

Copy to:-

1. Hon'ble Vice -Chancellor
2. Principal-SMC
3. Asstt. Registrar (T)
4. Accounts Department.


Registrar
Swami Vivekanand
Subharti University
MEERUT