

Ms. Jyoti Rani



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2 (f) of UGC Act 1956)

Ph. 0121-2439578, 2439052, 3058031, 3058032, Telefax: 0121-2439057



Ref: SVSU/APPTT./2021/ 353 (S)

Date: 30.03.2021

To,

Mrs. Jyoti Rani W/o Sh. Mohit
H.No.-86/75, New Maliyana, Baghpat Road,
Distt.-Meerut (U.P.), Pin-250002

Appointment Letter

Sir/Madam,

In reference to your application dated nil and subsequent interview/discussions, the Vice-Chancellor is pleased to appoint you on the post of **Jr. Nursing Officer** in this University on following 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 during the probation period without assigning any reason.
2. You will be paid a consolidated salary as per rules of the Swami Vivekanand Subharti University. You will get a salary with basic grade pay of 15600-39100+HRA.
3. If you want to leave the job, you will to give prior notice of one month during probation period and 3 months after probation period or salary in lieu of the notice period. Similarly, if management wants to relieve you, one month notice period during probation period and thereafter 3 months notice period or salary in lieu of the notice period will be given to you.
4. In exceptional circumstances, the notice period can be waived off by the Hon'ble Vice-Chancellor on the recommendations of a committee consisting of the CEO, Principal/Dean of the college and the HOD of concerned department.
5. You will be entitled for Casual leaves, Maternity leaves (if applicable) and other leaves as per University rules. You will be allowed only Casual and Institutional leaves during the probation period. No other leave will be permissible during the notice period. Your absence for a continuous period of 8 days (including absentees during leave though applied for, if not granted) would result in automatic loss of the job without any notice or intimation by the Management.
6. 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.
7. You will follow the dress code, if prescribed by the Hospital, with nameplate while on duty and ID card.
8. 3% of your monthly salary will be deposited on account of Staff Welfare Fund and you will earn interest on your deposits. Staff Welfare Fund deposit will be returned to you after you leave the job in accordance with rules of the establishment and concurrence with the management, otherwise the Staff Welfare Fund deposited may be forfeited.
9. 1% of salary will be deducted towards Free Medical Facility (FMF). Routine Medical Services available at ChhatrapatiShivajiSubhartiHospital of the University which 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 investigation/procedures and special facilities are also to be borne by you. Detailed list can be obtained from the Office of Medical Superintendent ChhatrapatiShivajiSubharti Hospital. You will be required to submit details of your family members along with their photographs at the time of joining the institute/College to avail this facility.

10. The establishment can transfer you to anywhere in India or to any organisation with which it has understanding/MOU.
11. 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 prior written permission from the management. You will observe Hospital 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 for your knowledge.
12. The Principal of the College reserves the right of positing you to any other department or any Centre under the College. The Vice-Chancellor has the right to post you on deputation or transfer you permanently to any College/centre under the University or with which the University has got any contract. Under such condition rules of that particular College/Centre will be applicable.
13. The President of the Trust who has established the University will have the right to post you on deputation in any unit under the Trust or with which the Trust has any contract.
14. You may be subjected to Medical Board at any stage and the report of which will be the deciding factor for continuation of your service.
15. Disciplinary action as per decision of the Disciplinary Committee or by the Principal/Unit Head can be taken if you violate any rules. Your service may be terminated anytime without assigning any reason and giving any notice period, if you work against the interest of the College/University.
16. Provident Fund, if applicable, will be deducted from your salary which can be withdrawn by you after leaving the job.
17. You are required to join your duties with original and one set of self attested photocopies of the Certificates, Testimonials, Experience Certificates, Degree, Address Proof and two passport size coloured photographs.
18. In case any certificate is found incorrect/fake, you will be liable for any departmental action/legal action thereof.

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

Enclosure: Copy of Code of Conduct

Registrar

DECLARATION

The above Terms and conditions of the appointment letter are acceptable to me. I give my consent to join the organization on dated 30.12.2011. I hereby assure you for my best sincerity towards the assignments given to me during my stay in the organization.

(Signature of Employee)

Name..... Tyoti Rani.....
 Father/Husband Name..... Mr. Mahit Kumar.....
 Address..... 86/75 New maliyana Meerut.....
 Contact No..... 988 122 78 26.....

Copy to:-

1. Hon'ble Vice-Chancellor
2. Principal, S.M.C.
3. S.M.S., M.S., D.M.S.
4. Accounts Department
5. Personal Department

Registrar
 Swami Vivekanand
 Subharti University
 MEERUT

Registrar
 for counsellor