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Ref: CHR 150821  
Date: August 10, 2015

To,

Dr. Kapila Kumar  
A-201, Shatabdi Rail Vihar, Sector-62, Noida, Uttar Pradesh-201307  
Mob. 9910303402

**Subject: LETTER OF APPOINTMENT AND TERMS & CONDITIONS OF APPOINTMENT**

Dear Dr. Kapila Kumar

1. Please refer Letter of Offer issued to you vide letter No. **CHR 150821** dated **August 1, 2015** on the subject 'Offer of Appointment'. We are pleased to inform you that subsequent to your interview by the Selection Committee, you have been appointed for the post of **Assistant Professor – Biotechnology Department** w.e.f. 10<sup>th</sup> August, 2015" at Faculty of Engineering and Technology in Manav Rachna International University. Your Salary, designation & service conditions as MRIU will be governed as follows:
  - b) You shall be placed in the pay band of PB-3 15600-39100 (Grade Pay-6000) with basic pay of Rs. 21600/- (Rupees Twenty One Thousand and Six Hundred only). Your total emolument as per present policy shall be as under:-

Basic Pay	21600
Dearness Allowance-52%	11232
HRA	4320
Medical Allowance	500
<b>Total Gross Pay (per month)</b>	<b>37652</b>

2. **Terms and Conditions** of your appointment shall be as under:-
  - a) **Type of Appointment and Probation:** You will be on probation for a period of one year from date of joining your duties. You will be governed by the Rules and Regulations of MRIU as notified from time to time by the orders of competent authority.
  - b) **Place of Posting:** Initially, your place of posting shall be MRIU and you will report to ED & Dean, FET/HOD. However, you may be transferred at any other place within India or abroad on the rolls of University or otherwise in the interest of work.
  - c) **Duties:** your duties will be as assigned by the authority of the University as designated by the Board of Management. Unless otherwise expressly provided for, your whole time shall be at the disposal of the University and you shall serve the University in such capacity and in such a manner and at such places as you may, from time to time, be directed by the University.



- d) **Conditions of Service:** You will be governed by the Conditions of Service as applicable to your post and notified in the relevant Statutes/Ordinance(s) / Regulations.
- e) **Leave:** You will be entitled for leave as per Leave Rule, 2011 approved by the Board of Management.
- f) **Provident Fund, Gratuity, Insurance and Leave Encashment:** The MRIU does not have any scheme of Provident fund and Gratuity, however other benefits shall be payable /admissible as per the provisions in the Statutes/Regulations and the policy followed by the university from time to time.
- g) **Supervision and Secrecy:** You will work under the authority as designated by the Board of Management from time to time. You will carry out instructions given to you by your Superiors in connection with the work assigned to you satisfactorily and perform your duties diligently to the best of your ability and in the best interest of the University. You will not at any time or times, without the consent of the University disclose, divulge or make public except under legal obligations, any of the policies, processes of the University, whether the same may be confided or become known to you in the course of your service or otherwise.
- h) **Attendance:** You will be required to observe a six days working schedule (Monday to Saturday) as per policy and your hours of attendance shall be regulated to suit duties entrusted to you from time to time. You will be required to mark your attendance regularly as per policy of the University.
- i) **Outside Occupation:** While in service you will be a full time employee of the University, and as such you will not directly or indirectly engage yourself in any other employment /business, trade, profession, and / or private tuition or other work to which any emolument or honorarium is attached, part time or otherwise. However, this prohibition shall not apply to the work undertaken in connection with examination of other Universities / Institutes, Apex / Statutory Bodies, Public Service Commissions or to any literary work or publication or TV / Radio Talk or Extension Lecture etc. Vice Chancellor / Board of Management may permit any other academic work on specific request. You will not leave your station of posting without prior approval of the competent authority even on holidays.
- j) **Studies:** While in the service of the University, you will not engage yourself in any studies or professional courses full time, without prior written permission of the competent authority, which shall be granted at the sole discretion of the University. However, you may engage yourself for studies / professional courses part time or through Distance Education / On line/ e-learning etc. provided that it does not hampers your performance in the discharge of your normal duties. You may be permitted to undertake studies / professional courses full time as per policies of the University as notified from time to time.
- k) **Communication:** Any communication sent by registered post at your address, as intimated by you in writing from time to time shall be deemed in all circumstances to have been received by you within three days of the dispatch irrespective of the fact that you do or do not in fact receive the said communication. Your address for the purpose of this clause shall be as notified in the record of the University at the time of your appointment. Any change in the said address must be furnished by you in writing and a receipt for recording the said change must be obtained by you from the University.
- l) **Code of Conduct:** You will observe the Code of Conduct notified by the University and professional ethics as required from you in the discharge of your normal duties as notified by University Grants Commission or otherwise. If you are found to be engaged in any kind of misconduct, insubordination, criminal breach of trust or any act or conduct detrimental to



the interests of the University or act of moral turpitude or indiscipline, your services may be dispensed with without giving any notice but not before giving you an opportunity to present your case. However, in such case, decision of the competent authority shall be final.

- m) **Payments and disputes:** All payments under this offer of employment or otherwise shall be due and payable only at Faridabad or the place of your posting, if otherwise. Any dispute related to payment of dues or otherwise shall be subject to the jurisdiction of courts of Faridabad / Punjab and Haryana High Court at Chandigarh only. However, any dispute arising out of your appointment in the University, may be referred to a Tribunal of arbitration, on your request, consisting of one member appointed by the Board of Management, one member nominated by you and an Umpire appointed by the Chancellor. The decision of the Tribunal in such case shall be final and no suit shall lie in any Civil / Labor Court in respect of matters decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration, upon the terms of this provision, within the meaning of Arbitration Act, 1940.
- n) **Adherence to the Byelaws, Ordinance, Rules / Regulations etc.:** You will be bound by the Byelaws, Ordinance, Rules / Regulations etc. of the University as notified for the being in force in the University or notified from time to time in general. You will keep yourself abreast of any change or notification of Byelaws, Ordinance, Rules / Regulations etc. at your own. Ignorance of any such Byelaws, Ordinance, Rules / Regulations etc. shall not provide you any immunity in whatsoever manner.
- o) **Resignation:** You may resign from your service by giving minimum one month notice in writing or depositing one month salary in lieu thereof, to the University. Similarly, the Board of Management may also terminate your services without assigning any reason, after giving you one month notice or one month salary in lieu thereof. However, this condition shall not be applicable, if your services are dispensed with due to misconduct and / or an act of moral turpitude by giving you due opportunity to explain your position. Moreover, resignation shall not be considered if it is conditional or rendered during the leave period and you shall not be eligible to proceed on leave during the notice period except for Casual / Medical Leave.
- p) **Relieving from duties:** You will be required to handover the charge held by you in the University including equipment, apparatus, books, learning materials, records and such other articles belonging to the University to the person assigned by the competent authority within the notice period and obtain 'No Dues Certificate' from all concerned in writing at all places where you have worked during the service with the University including all Centers / Branches dealing centrally, as prescribed from time to time. You will not get yourself relieved at your own without getting proper relieving certificate from the University.
- q) **Condition of having more than one spouse:** You will not have more than one living spouse until and unless permitted by the Law.
- r) **Eventuality not covered above:** In the matters not covered above, you will be governed by the Byelaws/ Ordinances / Rules / Regulations notified by the University from time to time.



Your appointment is subject to submission of following original documents:

- a. Medical fitness certificate from Medical Officer designated by MRIU
- b. Two Character Certificate cum references
- c. Ten latest passport size photographs.
- d. Original testimonials / certificates in respect of qualifications and experiences (to be returned after verification immediately) along with two sets of attested copies.
- e. Proof of last salary drawn in the form of Pay Slip / Certificate or Form-16 as per IT Act issued by the Employer.
- f. Copy of Passport / PAN Card / Ration Card / Voter ID Card

In case the terms and conditions expressly enumerated hereinbefore are acceptable to you, please sign the duplicate copy of this letter on all pages in token of your having understood the aforesaid Conditions of Service and having accepted the same and return it to the University for records.

Yours Sincerely,

Dr. M. K. SONI  
EXECUTIVE-DIRECTOR & DEAN, FET

Dr. N.C. WADHWA  
VICE CHANCELLOR

I have understood the Terms and Conditions of my appointment as enumerated above and accept the same.

Signature

Date:

17/8/15

Name:

Dr. Kapila Kumar

Designation:

Assistant Professor - Biotechnology

Employee Code: 06/01/006/1/035/5000563





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Date: 10.8.2015

To,

Executive Director  
FET

**SUBJECT : JOINING REPORT**

Respected Sir,

With reference to the Offer Letter No. CHR 150802 Dated 01.10.8.15  
I, Dr. Kapila Kumar hereby join my duty in Dept. of Biotechnology  
on the forenoon/afternoon of 10.8.15 (Monday) as Assistant Professor I, therefore,  
request you to accept my joining and advice me what formalities I have to fulfill.

Thanking You,

Your Sincerely,  
Kapila

Name : Dr. KAPILA KUMAR  
Designation : Assistant Professor  
Institute / Centre / Unit / School : FET (Dept. of Biotech)

Shobhe Shivlame  
Signature of DR/AR/AO





**JOINING PROFORMA**

1. Name (in Block Letters) : **DR. RAVIJA KUMAR**  
 2. Father's / Husband's Name : **MR. PIYUSH KUMAR**  
 3. Date of Birth : **11.02.1983**  
 4. Marital Status : **Married**  
 5. Category **GENERAL** Sex **F** Religion **HINDU** Nationality **INDIAN**  
 6. Present Residential Address : **A-201 Shatabdi Rail Vihar**  
**Sector - 62, Noida**  
 Phone No. : **9910303402**  
 7. Permanent Residential Address : **H.No. 603 Sector - 7**  
**Urban Estate, Gurgaon**  
 Phone No. : **981031766**



**8. Educational Qualification (Certificate Enclosed) in reverse chronological order :**

S. No.	Qualification	Board/Univeristy	Year of Passing	Subject	% Marks	Remarks
1.	<b>X</b>	<b>C.B.S.E</b>	<b>1998</b>	<b>Eng, Hindi, Science, Math, S.S</b>	<b>71.2</b>	
2.	<b>XII</b>	<b>C.B.S.E</b>	<b>2000</b>	<b>Physics, Chemistry, Biology, Phy. Ed.</b>	<b>74.4</b>	
3.	<b>B.Sc.</b>	<b>Kumkumshetra University</b>	<b>2003</b>	<b>Chemistry, Zoology, Chemistry</b>	<b>72.6</b>	
4.	<b>M.Sc.</b>	<b>Punjab Univ.</b>	<b>2005</b>	<b>Mol. Bio, Biochem, Microbiology</b>	<b>70.2</b>	
5.	<b>Ph.D.</b>	<b>JIT, Noida</b>	<b>2013</b>	<b>Biototechnology</b>	<b>Awarded</b>	

**9. Earlier Job Experience : (Last Pay Certificate enclosed) in chronological order : NA**

S. No.	Name	Period		Nature of Job	Reason for Leaving	Remarks
		To	From			

**10. Details of dependant family members :**

S. No.	Name	Sex	Age	Relation
1.	<b>KASHVI KUMAR</b>	<b>F</b>	<b>6 yrs.</b>	<b>Daughter</b>
2.	<b>PURUSHARTH KUMAR</b>	<b>M</b>	<b>1 yr.</b>	<b>Son</b>







**MANAV RACHNA**  
Vidyaparishad

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11. PAN NO. : BXHPK6813Q

12. Passport No. : ..... Date of Issue : .....

13. Blood Group : AB+

14. Disease (if any) : NA

15. Hobbies & Interest : Dancing, Singing

16. Any other Relevant Information : .....

17. Whom should we contact in case of any emergency : Mr. Piyush Kumar (9810317766)

Phone No. : (O)..... (R)..... MOBILE NO. 9958293666

**JOINING DECLARATION**

The above information is true, correct and complete to the best of my knowledge and belief.

I have thoroughly read and understood the terms and conditions as stipulated in the appointment letter. The same are acceptable to me. I understand that any violations of the terms and condition as stipulated in the said letter may result in loss of my employment.

I have never been involved in any antisocial or criminal activities. No such case is pending against me in any of court of law in India or abroad.\*

I shall sincerely and diligently perform the duties assigned to me at Department of Biotechnology, and endeavor to maintain highest standards of discipline, performance and integrity.

Joining Date : 10.8.15 Forenoon / Afternoon

Signature with Date : Kapila 10.8.15

Name (In Block Letters) : Dr. KAPILA KUMAR

\*If Otherwise, give details

*Shobha Shrivastava*  
SIGNATURE OF DR/AR/AO

