

11(c)

Ref: CHR 202081

Date: January 14, 2020

To,

Dr. Krishnamoorthy Kannan

H.No. 1356, Sector-37, Faridabad

Phone No: 9810104667

Subject: LETTER OF APPOINTMENT AND TERMS & CONDITIONS OF APPOINTMENT

Dear Dr. Krishnamoorthy Kannan,

- Please refer Letter of Offer of appointment issued to you vide letter No. CHR 202056 dated January 11, 2020 the terms and condition of which have been duly accepted by you. We are pleased to inform that, the competent authority is pleased to appoint you on the post of "Professor" in Biotechnology Department w.e.f. January 14, 2020 at Faculty of Engineering and Technology in Manav Rachna International Institute of Research and Studies (Deemed to be University). You shall be placed in the pay bank of PB4 37400-67000 with basic pay Rs. 50890/- (Rupee Fifty Thousand Eight Hundred and Ninety only). Your total emolument as per present policy shall be as under:

Basic Pay	50890
HRA	20000
Reimbursement of Helper Pay	15000
Reimbursement of Conveyance, Petrol & Maintenance & Repairs	10000
Reimbursement of Driver Pay	18000
Personal Pay (to be adjusted at the time of next review)	36110
Total Gross Pay (per month)	150000

- Terms and Conditions of your appointment shall be as under:-

- Type of Appointment and Probation:** Your appointment will be on probation for a period of one year from date of joining your duties.
- Gratuity will be payable at the time of eligibility after putting in minimum five years of service as per the Gratuity Act 1972
- Place of posting:** Initially, your place of posting shall be MRIIRS. 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.
- Conditions of Ser-vice:** You will be governed by the Conditions of Service as applicable to your post and notified in the
- Supervision and Secrecy:** You will work under the authority as designated by the Board of Management from time to time. You will carry out instruction 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.




- f) **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.
- g) **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.
- h) **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.
- i) **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, 1996
- j) **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.
- k) **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 eligible to proceed on leave during the notice period except for Casual / Medical Leave.
- l) **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 you own without getting proper relieving certificate from the University.



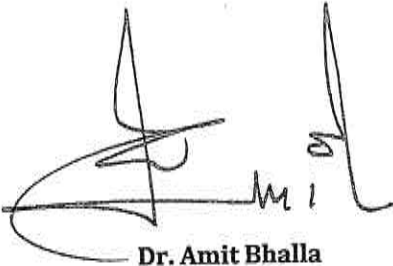
- 11 (9)
- m) **Condition of having more than one spouse:** You will not have more than one living spouse until and unless permitted by the Law.
- n) **Eventuality not covered above:** In the matters not covered above, you will be governed by the Byelaws/ Ordinances / Rules / Regulations notified by the University from time to time.

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,

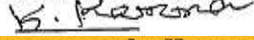

14.1.20

Dr. Sanjay Srivastava
Vice Chancellor



Dr. Amit Bhalla
Vice President

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

Signature  Date:

Name: **Dr. Krishnamoorthy Kannan**

Designation: Chair **Professor, Biotechnology**

Employee Code: MRIIRS/5000649





MANAV RACHNA
Vidyanatarikshal

Date: 14 / 01 / 2020

To,

Associate Dean
FET, MRIRS

SUBJECT : JOINING REPORT

Respected Sir,

With reference to the Offer Letter No. CHR 2020 56 Dated 11.01.2020
I, Dr. Krishnamoorthy Kannan hereby join my duty in BT, FET MRIRS
on the forenoon/afternoon of 14.01.2020 as Professor, Biotech I therefore,
request you to accept my joining and advice me what formalities I have to fulfill.

Thanking You,

Your Sincerely,

K. Kannan

Name : Prof. Krishnamoorthy Kannan
Designation : Professor - Biotech
Institute / Centre / Unit / School : BT, FET, MRIRS

Signature of DR/AR/AO

