

Ref: CHR 18452

Date: August 02, 2010

To,  
Dr. R. S. Tarnacha  
J-157, Sector-25, Noida  
Tel No.-0120-2532627, 8800746109

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

Dear Dr. R. S. Tarnacha

Please refer Letter of Offer issued to you vide letter No. CHR 18322 dated July 31, 2010 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 "Professor – Aeronautical Engineering Department w.e.f. 2<sup>nd</sup> August 2010" at Faculty of Engineering and Technology in Manav Rachna International University. Your Salary, designation & service conditions as MRIU will be governed as follows:

1. You shall be placed in the pay band of PB-4 37400-67000 (Grade Pay 10000) with basic pay of Rs. 50890/- (Rupees Fifty Thousand Eight Hundred and Ninety only). You total emolument as per present policy shall be as under:-

Basic Pay	50890
Dearness Allowance	8142
HRA	10178
MA	500
Personal Pay (Adjustable at the time of next review)	20290
<b>Total Gross Pay (per month)</b>	<b>90000</b>

2. The other Terms and Conditions of your appointment shall be as under
  - a) **Type of Appointment and Probation:** You appointment shall be on a regular basis. However, you will be on probation for a period of one year from date of joining your duties. Your performance will be reviewed from time to time during this period and you will be considered for confirmation accordingly. If your work and conduct is found to be up to the mark, you shall be confirmed on the post of your appointment within a period of three months from the date of completion of one year of service with effect from this date. However, if no letter of confirmation is issued to you, you shall not be deemed to have become regular. In case you are not confirmed formally after completion of one year of service, the probation may be further extended for a period of one more year. In this eventuality, your work and conduct shall be reviewed periodically during this period.

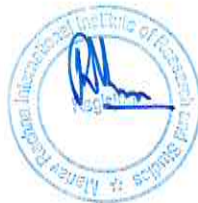


You will be considered for confirmation on the completion of 2-year of service based upon your appraisal and will confirmed from the date succeeding the completion of 2 year of service, if your service and conduct is considered up to the mark. If your service and conduct is not considered up to the mark your services shall be dispensed with immediately without giving any notice or an opportunity for hearing. In case, you intend to resign from the service during probation period, you would be required to give at least one month notice or deposit one month's salary in lieu thereof. Similarly, the University may dispensed with your services during the probation period without assigning any reason by giving you one month's notice or paying your one month's salary in lieu thereof.

- b) **Place of posting:** Initially, your place of posting shall be MRIU and you will report to Executive-Director and Dean, FET. 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 a 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 as notified in the relevant Ordinance(s) / Rule(s), copy of which is available in the office of the Registrar of the University for your perusal.
- e) **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 diligently and satisfactorily and perform your duties 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) **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.
- g) **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 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.
- h) **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.



- i) **Communication:** Any communication sent by prepaid 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.
- j) **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 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.
- k) **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 / Labour 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.
- l) **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.
- m) **Resignation:** You may resign from your services after confirmation by giving minimum three months notice in writing or depositing three months salary in lieu thereof, to the University. Similarly, the Board of Management may also terminate your services without assigning any reason, after giving you three-month notice or three-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.
- n) **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.



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- o) **Condition of having more than one spouse:** You will not have more than one living spouse until and unless permitted by the Law.
- p) **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 terms 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.

In case of acceptance of this offer, you are required to report on duty on August 02, 2010.

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:

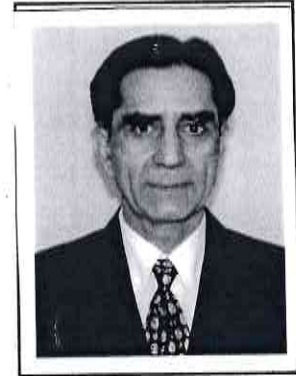
Name: **Dr. R. S. Tarnacha**  
 Designation: **Professor- Aeronautical Engineering Department**  
 Employee Code: 06/01/042/1/032/5000182





**JOINING PROFORMA**

1. Name (in Block Letters) : Dr RAM SARUP TARNACHA  
 2. Father's / Husband's Name : Shri Vidya Rattan Tarnacha  
 3. Date of Birth : 26th March 1949  
 4. Marital Status : Married  
 5. Category General Sex M Religion Hindu Nationality Indian  
 6. Present Residential Address : J-157, SECTOR-25  
NOIDA - 201301



Phone No. : 8800746109

7. Permanent Residential Address : J-157, SECTOR-25, NOIDA - 201301  
 Phone No. : 8800746109

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

S. No.	Qualification	Board/Univeristy	Year of Passing	Subject	% Marks	Remarks
1.	BSc Aero Engg.	Punjab Univ.	1970	Aeronautical	-	First Division
2.	ME Aero Engg.	I.I.Sc. Bangalore	1981	Aeronautical	GPA 3.3 out of 4.	With Distinction
3	MBA	IGNOU New Delhi	1997	HRM	B	A' Grade in Project
4	Ph.D.	I.I.T. Delhi	2010	Mechanical Engg.	-	-

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

S. No.	Name	Period		Nature of Job	Reason for Leaving	Remarks
		From	To			
1	IAF	July 1972	March 1997	Aircraft Maintenance	Pre-mature Retirement	-
2	Industry	June 1997	August 2001	Product Support + Manufacturing	-	-
3	Academics	Sept. 2001	Mar. 2003	Teaching Mech Engg Subjects	-	-
	(a) GMIT Greater Noida	Apr. 2003	Oct. 2004	Teaching Mech Engg Subjects	-	-
	(b) Rai University	Nov 2004	June 2010	Teaching Aero Engg Subjects	-	-
	(c) Amity University					

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

S. No.	Name	Sex	Age	Relation
1	Shri Vidya Rattan Tarnacha	M	87	Father
2	Mrs Ashokta Tarnacha	F	59	Wife





**MANAV RACHNA**  
Vidyanatarikshal

(37)

11. PAN NO. : AAAPT 1793 K  
 12. Passport No. : G 4802860 Date of Issue : 31-08-2007  
 13. Blood Group : A +ve  
 14. Disease (if any) : NIL  
 15. Hobbies & Interest : Exercises for keeping fit, Professional studies, etc.  
 16. Any other Relevant Information : NIL  
 17. Whom should we contact in case of any emergency : Wife : Mrs Ashokta Tarnacha  
 Phone No. : (O) 011-22713040 (R) 0120-2532627 MOBILE NO. 9871883099

**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 FET, MRIU and endeavor to maintain highest standards of discipline, performance and integrity.

Joining Date : 02 August 2010 Forenoon / Afternoon

Signature with Date : M. Sarup

Name (In Block Letters) : RAM SARUP TARNACHA

Ashokta  
6/9/10  
SIGNATURE OF DR/AR/AO

\*If Otherwise, give details



AS

Dr RS Tarnacha

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02 August 2010


To : E.D.  
F.E.T.  
M.R.I.U  
Faridabad

Subject: Joining Report

Sir,

Based on the interviews held on 31 July 2010  
and as per the subsequent verbal instructions  
I have joined F.E.T. Today, 02 August 2010,  
F/N, as Professor in Aeronautical Engineering.

Mannada  
(R.S. TARNACHA)

  
/8/10

