

Appointment Letter

SGVU/AR (HR)/2019-20/

Date: 02/01/2020

Dr. Manish Dwivedi,

With reference to your application and subsequent interview, the University is pleased to appoint you on the post of **Director, Distance Education** in the Suresh Gyan Vihar University on Ad-hoc basis on the following terms and conditions: -

1. You shall be paid Rs. 47000/- per month. You shall be treated as on Ad-hoc in the first instance, for a period of one year from the date of acceptance of this letter and the said period of Temporary tenure may be further extended at the discretion of the Management that shall be intimated to you in writing. In absence of a written confirmation, you will be considered as relieved from your duties.
2. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
3. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the University shall be entitled to recover the damages from you.
4. You will not publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the University or to any matter with which the University may be concerned, unless you have previously applied to and obtained the written permission from the University.



5. You will not accept any gift, commission or any sort of gratification in cash or kind from any person, party or firm having dealing with the University and if you are offered any, you should immediately report the same to the Management.
6. The notice period for leaving the services shall be one month on either side. In case if you happen to be on leave during the notice period, it will be extended by the number of days of your absence.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement resulting in your being offered this appointment, the University may take such action as it deems fit in its sole discretion, including termination of your employment.
8. During your employment with us you shall be subject to such service rules and regulations as are made by SGVU and notified from time to time whether they are individually circulated or not.
9. The present timing of the University is from 09:00A.M to 5:00P.M. and may be further changed from time to time.
10. Your job at University is a fully transferable job and you can be transferred to any of the Universities' campus besides main campus, research center, study center, research laboratory, experiment recording center, data collection center, offices, different departments and schools without any extra emoluments or allowances.
11. During your employment with us you shall devote your time and attention to the business of the Institute and you shall not be interested in or employed (either directly or indirectly) in any other business/undertaking/political-social activity.
12. If you remain absent from your work without any information and permission for a continuous period of 7 days or more, you shall be deemed to have been terminated with effect from the day you complete 7<sup>th</sup> day of such absence.

*Manish Dwivedi*  
02/07/20



You are requested to bring the following documents on the date of your joining.

- Two Passport size photos
- Original certified in support of your educational technical qualification, date of birth and experience.

You are requested to confirm your acceptance in writing to the undersigned indicating the date of joining, which should not be later than **02/01/2020** failing which it would be treated that you are not interested in joining the organization.

  
Director (HR)

I have understood the above said terms and conditions and I accept the same.

  
