



TEZPUR UNIVERSITY

(A Central University established by an act of parliament)

NAPAAM-784025

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DISTRICT-SONITPUR, ASSAM

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Ref No. 11-1/97 (Estt)/19/3

Date. 30.8.99

From : Prof. M.C. Bora, Ph.D.
Dean of Administration.

To
MF/MS/Dr. Miss Heera Barpujary.....
.3rd. West. Bye Lane. Zoo. Road.....
Guwahati 781003
.....

C-2

Ref. Your application dated 22.2.99.....and subsequent interview
for the post of Lecturer.....

Dear Sir/Madam,

I have the pleasure to inform you that with the approval of the Board of Management of the University, you have been appointed in the post of Lecturer..... in the Department of/Centre for Business Administration.....under the School of Management Sciences..... of Tezpur University under general terms and conditions to be regulated by the Tezpur University Act 1993 and the Statutes, Ordinances, Rules and Regulationss of the University that are in force from time to time, and under the specific terms and conditions stated below :

1. Post Lecturer.....
The The post is permanent/temporary/Plan/Non-plan/ likely to be permanent.
2. Scale of Pay : Rs. 8000-275-13500/-.....
3. Special Condition(s) of appointment : You will have to clear UGC-NET within two years from the date of joining the post else your service will not be regularised.

Contd/2

4. Initial Salary Admissible:

Your initial pay in the above pay scale will be fixed as per Fundamental Rules (FR)/Subsidiary Rules (SR), Govt. of India. In addition, you will also be entitled to draw other admissible allowances as per rules.

5. Period of Probation :

5.1 You will be on probation for a period of 12 (twelve) months from the date of your joining the University which can be extended upto a maximum period of 24 (twenty four) months.

During the probationary period, this appointment may be terminated by giving one month's notice on either side.

The appointing authority shall, however, have the power to terminate the service without notice and without any cause being assigned during the period of probation.

After completion of the probationary period, you will be eligible for confirmation in the post subject to the provisions contained in the relevant clauses of Ordinance No. 6 of the University. You will be required to submit a self-assessment report, in the prescribed form, through the Head of the Department/Centre (in case of Head of Department through the Dean) to the Registrar within a week of completion of 10 (ten) months probation period to enable the authority to process your case for confirmation in the post in time.

5.2 You will have to execute a service agreement with the University at the time of your joining the post as per provisions contained in the Ordinances No. 6 of the University.

6. Resignation :

You can, at any time, resign from your post by giving three months notice in writing or on payment to the University three months salary in lieu thereof.

Provided that the Board of Management may waive this requirement of notice at its discretion on the part of the University the appointment can be terminated by giving three months notice to you.

7. Termination of Service:

- 7.1 Your appointment may be terminated during the period of probation without any cause assigned .
- 7.2 On confirmation provided with Statutes, Ordinance and Rules.
- 7.3 Temporary appointment may be terminated by one month notice on either side unless otherwise agreed to by the university and the employee.

8. Age of Superannuation:

As per rules of the UGC/MHRD, Govt of India.

9. Duties :

You will take part in the teaching and research programmes of the University and such other works as may be assigned to you by or under the orders of the Vice-Chancellor, which amongst others shall include examination works and taking of inter-disciplinary teaching assignments, if and when necessary.

You will be required to be available in the Department/Centre during the working hours.

10. Leave and Vacation :

Leave and vacation shall be governed by the Rules in force.

11. Benefits :

11.1 You will be entitled to retirement benefits as per Rules.

11.2 You will become a member of the Group Saving Linked Insurance scheme for which an appropriate amount of monthly premium shall be deducted from your salary.

12. Residential Accommodation :

The University cannot promise residential accommodation in the campus. Residential accommodation will be provided as and when quarters are available subject to rules of the University in force from time to time. However, HRA as per Govt. of India rules will be given for those who are not given any accommodation by the University.

Employees staying in Tezpur University Guest House and Hostels or any type of accommodation are not eligible for HRA.

Contd./4

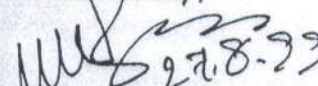
If the offer is acceptable, you may join this University within 30 (thirty) days from the date of receipt of this letter.

You are to produce the following documents at the time of joining.

1. Release order and L.P.C. from the last employer in case of employed persons.
2. Medical fitness certificate from the District Medical & Health Officer.
3. Attested copies of all certificates and marksheets.
4. Age certificate in original.
5. Stamp size photograph 3 (three) copies.

A reply in confirmation of the acceptance of the offer will be highly appreciated. If no definite reply is received within the specified time, it will be presumed that you are not interested in the offer and the offer will be treated as withdrawn.

Yours faithfully,


(M.C. Bora)

Copy to: Section Officer (Estt.), T-U.

sent. in s/a (vol-1) at 87-11