



**MANDSAUR
UNIVERSITY**
MAKING FUTURE READY!

MU/HR/2019/LOA/498

21 Nov, 2019

To,

Mr. Unmesh Utthasani,
Netaji Park, P.O.- Chakdah,
Nadia, (West Bengal).

Letter of Appointment

With reference to your application and subsequent interview held at Mandsaur University, Mandsaur. Mandsaur University is pleased to offer you appointment as **Assistant Professor in Physical Education Department** as per following terms and conditions:

1. You will report on your duties on or before 25th Nov 2019.
2. Your place of posting will be at Mandsaur University, Mandsaur (M.P.).
3. Your salary will be fixed as per the rules of the Institute in the pay scale of 15600-39100, G.P. Rs. 6000/- and with starting basic of Rs. 15600/- plus G.P. Rs. 6000/- Cash in hand Rs. 21600/- P.M.
4. You will be provided free unfurnished & shared hostel accommodation. Mess charges will be levied as applicable.
5. Your services will be governed by the rules and regulations of **Mandsaur University/UGC/ICAR and other Regulatory Bodies**, as applicable and modified from time to time.
6. You are required to submit self-attested photocopies of High School certificate as proof of age, all academic qualification certificates, Aadhar Card, PAN Card, Passport (if any), Medical Fitness Certificate from any registered medical officer/Hospital, Experience Certificates, Relieving Certificate from your last employer, Proof of last drawn salary and 3 copies of recent passport size color photographs. Please bring original documents with you for verification.
7. Please note that the University expects highest degree of conduct and duty-consciousness from you. The University shall have the right to terminate your services without any notice for any serious misconduct or indiscipline by you.
8. You are appointed on probation for one year which may be extended depending on your performance. During probation period, you can be relieved by one month notice from either side or one month salary in lieu of the notice period. After successful completion of probation period, you may be relieved by either side on serving two months notice or two months' salary in lieu thereof.
9. You shall not be relieved in the midst of semester or when any inspection is due.
10. In case you leave the job before completion of a minimum period of six months, the experience certificate will not be issued.
11. You will take the classes / practical / administrative work as per University norms or any other technical / administrative work assigned to you by the management.
12. During your tenure with us, you are not permitted to engage yourself in any outside consultancy, professional, tutorial and or such other outside work with or without remuneration, without prior permission of the management.
13. In case of failure to join us by prescribed date without any valid & accepted reason, this offer of appointment may be withdrawn and cancelled.
14. You are requested to confirm your unconditional acceptance of this Letter of Appointment within two days of issue through e-mail.

With best wishes for a successful career at Mandsaur University,

For, Mandsaur University

Authorized Signatory