

Ref. No.

Dated

To,
Ms. Amul Choudhary
H.NO-60B, Sector-5,
Vasundhara, Ghaziabad, UP-201012

Date: 06/01/2020

SUBJECT: APPOINTMENT LETTER

With reference to your Curriculum Vitae/Application submitted for the post of Psychologist/Counselor, subsequent interviews and On the basis of recommendations of the Selection Committee, the Competent Authority of the Institute is pleased to offer an appointment to the post of Psychologist/Counselor, in Pay Band 15,600 - 39,100 with AGP of Rs. 6,000 plus, usual allowances as admissible from time to time under the rules. The terms and conditions of appointment are as under:

1. **Status of Appointment:** Appointment shall be on regular basis and on probation. The appointee will be on probation for a period from the date of joining of duty and continue to be on probation until unless confirmed in writing by the competent authority which will be subject to your services found satisfactory.

2. **NET/SLET/SET Qualification or Ph.D. :** As in terms of University Grant Commission's Regulation, 2009 an Assistant Professor must have qualified the National Eligibility Test (NET), or an accredited test (State Level Eligibility Test-SLET/SET) at the time of his/her appointment, this condition is being relaxed in case of those who does not possess NET/SLET/SET subject to the condition that the applicant shall acquire it (NET/SLET/SET) preferable within a period of 2 years, failing which he/she shall not be eligible for any increments in their pay scales and for seniority for the years of services rendered by them without such qualifications. The eligibility for increments and service seniority shall become operational from the date of qualifying of NET/SLET/SET or acquiring Ph.D. Degree as per UGC Regulation, 2009.

3. **Service Conditions:** The terms and conditions of appointment shall be governed by the Service Agreement, Code of Professional Ethics and Conduct and other Operational Rules in force from time to time.

4. **Transfer:** The appointee is liable to be transferred by the Competent Authority as and when required in any Institute/Other premises/Constituent Units of the promoting body which are in existence or may come to be established in future in the public interest.

5. Duties:

- Your duties include all work and responsibilities as applicable to a Teacher of the Institute. In addition to teaching, a teacher is required to take up duties/assignments e.g. examination/academic/administration/co-curricular activities including Outstation Excursion Trips, Industrial visits, Educative Picnics/admissions, etc. as and when required and as assigned by the Administrative Head/s of the Programme/Director/any other Competent Authority of the Institute as the case may be.
- You will to work in any unit/office you are placed with a high standard of initiative, efficiency and economy.
- You will devote your entire time to work of the Institute and will not undertake any other direct, indirect work or business, honorary or remuneratory except with the written permission from the Competent Authority.
- Your duties and responsibilities will be such as may be specified from time to time by the Institute such duties being inclusive of all duties and responsibilities relating to your substantive and other grades/designation, depending upon the exigencies of business.
- You will strictly observe punctuality and follow the leave rules of the Institute.

6. **Termination of services:** During the period of probation, services are liable to be terminated without assigning any reason by giving one month's notice or salary in lieu of the unexpired period of notice from either side.