

MU/HR/2021-22/ 16 June 2022

To,

**Ms. Pratibha Bhide,**

**Housing Board Colony, Khachrod,**

**Ujjain (M.P.).**

 **Offer Letter**

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

1. You will report on your duties on or before 20 July 2022.
2. You will be posted to Pharmacy department. However University may depute you to any other department / cell/ place as per the requirement.
3. Your salary will be as discussed.
4. You will be provided free unfurnished & shared hostel accommodation. Electricity, water and mess charges will be levied as applicable.
5. 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 your side or one month salary in lieu of the notice period. The University reserves the right of terminating/ relieving without any notice during probation. After confirmation for regular employment, you may be relieved by either side on serving one month’s notice or one month’s salary in lieu thereof.
6. After successful completion of probation period, you will be issued a confirmation for regular appointment.
7. University reserves the right to terminate your services without any notice, owing to misconduct or indiscipline by you. In such eventuality the compensation for notice period will not be applicable. You may be relieved from University if your requirement is deemed to be irrelevant/ not required for future or any other reason for which a notice of one month may or may not be given.
8. 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.
9. 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.
10. You shall not be relieved in the midst of semester or when any statutory inspection is due (within two months).
11. In case you leave the job during probation period, then experience cum relieving certificate will not be issued.
12. You will take the classes / practical / administrative work as per University norms or any other technical/ administrative work assigned to you by the management.
13. 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.
14. In case of failure to join us by prescribed date without any valid & accepted reason, this offer of appointment may be withdrawn and cancelled.
15. You are requested to confirm your unconditional acceptance of this Offer Letter within two days of issue through e-mail.

With best wishes for a successful career at Mandsaur University,

For, Mandsaur University

**Vice Chancellor**

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