

FORM: VSSUT/SRIC/06F (P-1)
 SRIC: STANDARD OPERATING MANUAL-2019



No. VSSUT/ / /20

Date:

APPOINTMENT LETTER FOR THE PROJECT STAFF

To

Name and address of the applicant

e-mail Id and Mobile No.

Ref: Advertisement No. Dated and subsequent interview held on “dd-mm-yyyy”.

Dear Mr.

The undersigned is pleased to inform you that

1. You have been selected for the post of “*Name of the Post*”.
2. You shall work for the project entitled “*Name of the Project*”.
3. You are hereby invited to join the duty on or before “dd-mm-yyyy”.
4. You shall be required to submit a signed copy of this appointment letter and terms and conditions (attached herein) as an unconditional acceptance of the appointment letter on or before “dd-mm-yyyy”.
5. If no information is received from you by “dd-mm-yyyy”, this appointment letter shall stand cancelled.
6. It may be noted that no extension of the date and time for joining to the post shall be allowed.
7. You shall be paid stipend or fellowship of ₹ (Rupees only) per month.
8. The tenure of your appointment shall be “mm months”.
9. You shall report to Prof. XX. YY. ZZZZZZZ, Principal Investigator, Department of Engineering.

By the Order of Vice-Chancellor

Yours Sincerely

(Registrar)

No. VSSUT/OOR/

Date:

Copy to

PA to Vice-Chancellor, Dean (SRIC), COF, HOD (concerned) for kind information

(Registrar)



TERMS AND CONDITIONS GOVERNING THE PROJECT APPOINTMENT

1. All appointments shall be on contract of one year or less if the project is terminated earlier. The appointment is against the temporary project post and will not continue in any circumstances beyond the duration of the said project. Any subsequent contract in the project or another project will be fresh appointment. The appointment in the outside funded project does not give project staff any claim whatsoever for appointment/regularization against any post of the University.
2. Consolidated salary offered for the project post may include: Basic pay, DA, HRA, or any other allowance as admissible.
3. You will be required to work under the Project Investigator of the project.
4. The outcome of any research under the project is the property of the project and is bound by the prevailing University and funding agency patent rule. Any result can only be published with prior written approval of the Project Investigator with due acknowledgement of the sponsors of the project.
5. On leaving the service, all documents relating to the project are required to be returned to the Project Investigator.
6. You will be entitled to maximum of 30 days of leave in a year (i.e. @ two and half leave per month) No leave encashment or carry forward is permissible on the termination of the contract or renewal of the contract.
7. During the period of project appointment your services are liable to be terminated with one month's notice or payment of one-month salary in lieu thereof. Likewise, you too can resign by giving one-month notice or salary in lieu of the notice period.
8. You shall be deemed to have taken an oath of allegiance to India. The oath shall be administered to you by the project investigator at the time of joining the project post.
9. No residential accommodation shall be provided to you.
10. You are required to take insurance to cover medical treatment for self and family members and accident insurance for self. This insurance cover must be maintained by you during the entire period of employment under the project, failing which stipend/fellowship will not be released.
11. At the time of joining you will be required to produce a character certificate from a Class-1 Officer.
12. No TA is admissible for joining the post or on leaving the service.
13. Before joining, you are required to submit a medical fitness certificate issued by the Medical Officer/CMO for your present sound health and physical fitness.
14. Undertaking by the Candidate: I _____ accept the offer of Project Appointment to the post of _____ as per the terms and conditions stated above. I undertake to serve to the best of my sincerity. I understand that my services are liable to be terminated in case of disobedience of any of the terms and conditions mentioned above.

Place : _____ Signature : _____