



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

Ucc-13844
19/2/18

No. EN-5/18/ M-35/

Dated:

To

Ms. Sonia D/o Sh. Satbir Singh,
Gandhi Nagar, Gannaur
Distt. Sonapat, Haryana

Sub.: Appointment to the post of Junior Store Keeper on Compassionate grounds.

Reference request of your father Sh. Satbir Singh and other family member received through the Deputy Commissioner, Sonipat and Rohtak for your appointment on compassionate ground upon the demise of your brother namely Late Sh. Rajesh Kumar. The case for your appointment on compassionate grounds in the University has been considered by the Executive Council vide its item No. 79 on dated 08.02.2018 and accordingly you are hereby appointed on the post of Junior Store Keeper in the Pay Band of ₹ 5200-20200+1900 Grade Pay (Level-2). Your appointment is subject to the following terms & conditions :

1. You will be entitled to usual allowances and other benefits of the University i.e. New Pension Scheme, Leave etc. as admissible under the University Rules.
2. Your testimonial in support of your qualifications shall be got verified and in case the same are found deficient in any manner at any stage, your service will be dispensed with without assigning any reason and an F.I.R. for committing fraud and forgery shall be lodged with the police. In the event of demand of any fee by the concerned Institution/University for verifying the documents, the same will be charged from you.
3. You will be on probation for a period of one year with effect from the date of your joining in the first instance. If during the period, your work and conduct are not found satisfactory or if you want to leave the University Service, this appointment can be terminated by giving one month's notice or one month's salary in lieu thereof, as the case may be, on either side. After confirmation, whenever affected, three months' notice or three month's salary in lieu thereof will be required for termination of service on either side.

4. Your attestation form of Character & Antecedents shall be got verified from the Police and in case, any adverse fact comes to the notice of the University regarding your character and antecedents, your services are liable to be terminated without any notice.
5. You can be posted anywhere at maintained Campuses in the University Jurisdiction.
6. Other terms and conditions of your appointment in so far as they are not specified in this letter, will be governed by the Rules of the University as are framed/made applicable from time to time.
7. You will have to stay within the Jurisdiction of municipal area of your place of posting.
8. If you accept this offer, you should report for the duty to the Assistant Registrar, Establishment (Non-Teaching) Branch, within fifteen days of the issue of this letter, failing which this offer of appointment will be treated as cancelled.
9. You are required to furnish the following documents at the time of your joining:-
 - i) Medical Fitness Certificate from Chief Medical Officer, General Hospital, Rohtak.
 - ii) Character Certificate and Antecedents (Performa enclosed).
 - iii) Original documents alongwith a set of self attested photocopies pertaining to your educational qualifications.
- 10 Other terms & conditions of your appointment in so far as these are not specified in this letter, will be governed by the rules of the University as are framed/ made applicable from time to time.

Encl: As above.

**Assistant Registrar (Estt. NT)
for REGISTRAR**

Endst. No. EN-5/18/M-35/1705-1709

Dated: 9-2-18

Copy of the above is forwarded to the following for information and necessary action:-

1. Director, Higher Education, Haryana, Shiksha Sadan, Sector-5, Panchkula.
2. Deputy Commissioner, Rohtak.
3. Chief Medical Officer, General Hospital, Rohtak.
- ✓ 4. Director, University Computer Centre, M.D. University, Rohtak for uploading of relevant place on the website.
5. Finance Officer, M.D. University, Rohtak.

**Assistant Registrar (Estt. NT)
for REGISTRAR**

C. S. Saini
20/2/18

CO