



VIVEKANANDA GLOBAL UNIVERSITY, JAIPUR

(Established by Act 11/2012 of Rajasthan Govt. Covered u/s 2 (f) of UGC Act, 1956)

NAAC
ACCREDITED
A+
UNIVERSITY

VGU/4/2023-24/969

22/08/2023

Dr. Arvind Kumar Singh
C-187, Harihar Nagar Extension,
Near LBS Inter College,
India Nagar S.O. Lucknow,
Uttar Pradesh - 226016
Mob:- 8564983544

Sub:- Appointment Letter for the post of full time dedicated Director in the Department of CDOE as per UGC norms.

Dear Sir,

Based on the recommendation of the Selection Committee, we are pleased to offer you the post of full time dedicated **Director in the Centre of Distance & Online Education** of the University as per UGC norms on the following terms & conditions:

1. That offer/ appointment is in the pay scale of ₹ 67,000-79,100+DA, HRA and other allowances as per norms.
2. That the offer/appointment is on probation for two year. On satisfactory completion of probation period your appointment will be confirmed w.e.f. immediately next academic session.
3. That in the sole discretion of the Management of the Trust/University, the period of probation may be extended further.
4. That you will not undertake any academic course or pursue other formal studies during your employment, without prior written permission from the Competent Authority.
5. That if you wish to resign during the probation period or even after that, you will have to give one month notice or surrender one month's salary in lieu of the required notice period.
6. That you will serve the University for a minimum period of One year and resignation before completion of aforesaid service period would lead to surrender of security deposit.
7. That during the probation period, your services can be terminated without any notice and without assigning any reason thereof.
8. That you will not divulge any information or knowledge gained by you during the service of the University, which may prove detrimental to the interest of the University.

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-2-

9. That you will not divulge any information or knowledge gained by you during the service of the University, which may prove detrimental to the interest of the University.
10. That in all other matters not mentioned herein, you would be governed by the rules and regulations of the Trust/University in force from time to time.
11. That your services are transferable amongst all the Institutions of the trust.
12. And that at the time of joining, you will be required to produce the following certificates/documents :

- attested copies of certificates in support of your date of birth;
- qualification certificates and Experience certificates;
- three passport size photographs and;
- two reference letters from your Organization/Institute

Please sign the enclosed duplicate copy of this appointment letter in token of your acceptance of the appointment and return it immediately, and also please note you shall have to deposit original certificates of qualification, date of birth, etc., on joining our University.

We welcome you to the University and look forward to your contribution in building an environment of professional excellence.

With best wishes,

Vivekananda Global University

Registrar

I accept this appointment on the terms and conditions mentioned therein.

Arvind Kumar Singh
22/06/2023
signature with name & date

Copy to:-

1. Accounts office for information-n/a
2. Concerned Person
3. Guard File

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Vivekananda Global University
Sector-36, NRI Road, Jagatpura, Jaipur-303012



JOINING REPORT

I, Dr. Arvind Kumar Singh S/D/W/o Shri S.S.S. Bahadur Singh have
joined my duties as Director in C.D.O.E.
Department, of the University, Jaipur in the forenoon/afternoon of 22/01/2023
(dd/mm/yy).

The same may kindly be accepted.

Arvind Kumar Singh
Signature with name

Date: 22/01/2023
Place: Jaipur

Registrar / Authorized Signatory
Date

Details of documents submitted:

- | | <u>Original</u> | <u>Photocopy</u> |
|---|-----------------|------------------|
| 1. 10 th Marksheet/Certificate | | |
| 2. 12 th Marksheet/Certificate | | |
| 3. Marksheet/Certificate of Bachelor's Degree | | |
| 4. Marksheet/Certificate of Master's Degree | | |
| 5. M.Phil./Ph. D. certificate | | |
| 6. Any other Diploma/Degree certificate | | |
| 7. Salary Certificate/Proof of past salary as
claimed during interview | | |
| 8. Copy of research paper published along with list of publication. | | |
| 9. Copy of Aadhar card and PAN card | | |

P.T.O.