

# Mangalayatan University, Aligarh

## Centre for Distance and Online Education

### Details of Administrative Staff

S. No.	Name of Staff	Designation	Nature of Appointment	Qualification	Date of Joining
1.	Mr. Jitendra Yadav	Dy. Registrar	Full-Time	LL.M.	16-07-2022
2.	Dr. Soni Singh	Assistant Registrar	Full-Time	Ph.D.	09-07-2022
3.	Mr. Nand Kishore Verma	Section Officer	Full-Time	MA	12-07-2022
4.	Mr. Manoj Kumar	Assistant	Full-Time	MBA	11-07-2022
5.	Mr. Ashok Kumar Gupta	Assistant	Full-Time	MA	18-07-2022
6.	Mr. Nitin Kumar Sharma	Assistant	Full-Time	Diploma	25-07-2022
7.	Mr. Deepak Babu Sharma	Computer Operator	Full-Time	BA	15-07-2022
8.	Mr. Jitendra Mittal	Computer Operator	Full-Time	M.Com.	22-07-2022
9.	Mr. Ajab Singh	Multi-Tasking Staff	Full-Time	BA	15-07-2022
10.	Mr. Ramesh Sharma	Multi-Tasking Staff	Full-Time	High School	15-07-2022
11.	Mrs. Vijay	Counsellor	Full-Time	MBA	18-07-2022
12.	Mr. Amber Agarwal	Counsellor	Full-Time	B.Com.	29-05-2023
13.	Ms. Manju Rani	Counsellor	Full-Time	MA	22-07-2022
14.	Ms. Ruchee Singh	Counsellor	Full-Time	MFA	22-07-2022
15.	Mr. Ashish Kushwaha	Counsellor	Full-Time	MFA	28-07-2022
16.	Ms. Rauli Yadav	Counsellor	Full-Time	M.Sc.	22-07-2024
17.	Mr. Lakhan Singh	Technical Staff	Full-Time	B.Sc.	15-04-2024
18.	Mr. Satendra Kumar	Technical Staff	Full-Time	M.Sc.	05-09-2022

  
Anurag Shukla  
Director  
Centre for Distance and Online Education  
Mangalayatan University, Barwan, Aligarh-202146 (U.P.)

  
Registrar  
Mangalayatan University  
Barwan, Aligarh



MU/RO/OOA/2022-23/26(i)

Dated: 16 Jul 2022

To,  
Mr. Jitendra Yadav,  
S/o Mr. B.S. Yadav  
3-A, Soot Mill, Banna Devi,  
G.T. Road, Aligarh

**Order of Appointment**

Dear Mr. Yadav,

With reference to the discussion held at the University, we are pleased to offer you the post of Deputy Registrar at Directorate of Distance and Online Education of the University w.e.f. 16 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a gross salary of Rs. 38,000/- per month in pay band of Rs. 15,600-39100 with grade pay of Rs. 7600/-. You will be provided free accommodation at University campus. Electricity and water charges, taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.

(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File



Registrar



**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Dy. Registrar

Respected Sir,

With reference to your letter no. MD/RO/ODA/22-23/26(C) dated 16-Jul-2022, I, Jitendra Yadav, am joining as Dy. Registrar in the Department of Directorate of Distance and Online Education the Institute of DDOE w.e.f. 16-07-2022.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Jitendra Yadav

Signature:- Jitendra

Date:- 16-07-2022

  
Registrar



MU/RO/OOA/2022-23/17610

Dated: 09 Jul 2022

To,  
Dr. Soni Singh,  
D/o Mr. Viresh Kumar Singh,  
6/7 Basant vihar colony,  
Eatah chungi,  
Aligarh

**Order of Appointment**

Dear Dr. Singh,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant Registrar at Directorate of Distance and Online Education of the University w.e.f. 09 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a gross salary of Rs. 28,000/- per month in pay band of Rs. 15,600-39100 with grade pay of Rs.5400/-. You will be provided free transportation from Aligarh by University bus. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.

(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.



Registrar

CC: Finance Officer  
Personal File



# MANGALAYATAN UNIVERSITY

## JOINING REPORT

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Assistant Registrar.....

Respected Sir,

With reference to your letter no. M.U.I.R.O/OD/A/2022-23/17(ii) dated 09 Jul 2022..... I, Dr. Soni Singh..... am joining as Assistant Registrar in the Department of ..... at the Institute of Directorate of Distance and online education c.f. 9<sup>th</sup> July, 2022.....

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Dr. Soni Singh.....

Signature: [Signature].....

Date:- 09/07/2022.....

[Signature]  
Registrar



MU/RO/OOA/2022-23/19600

Dated: 12 Jul 2022

To,  
Mr. Nand Kishore Verma,  
S/o Mr. P.C. Nirala,  
VILL.+ POST, - Beswan  
Aligarh

**Order of Appointment**

Dear Mr. Verma,

With reference to the discussion held at the University, we are pleased to offer you the post of Section Officer at Directorate of Distance and Online Education of the University w.e.f. 12 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a gross salary of Rs. 22,000/- per month. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credentials, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File



Registrar

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

**Subject: - Joining Report as** Section Officer

Respected Sir,

With reference to your letter no. MU/RO/200A/2022-23/19(11) dated 12. Jul 2022 I, Nand Kishore Verma, am joining as Section Officer in the Department of ..... at the Institute of Directorate of Distance & Online Education w.e.f. 12. July 2022

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Nand Kishore Verma

Signature:- [Signature]

Date:- 12. July - 2022

[Signature]  
Registrar



MU/RO/OOA/2022-23/18(iii)

Dated: 11 Jul 2022

To,  
Mr. Manoj Kumar,  
S/o Mr. Seth,  
Devetray Hospital  
Ramghat Road,  
Aligarh

**Order of Appointment**

Dear Mr. Kumar,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant at Directorate of Distance and Online Education of the University w.e.f. 11 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a gross salary of Rs. 14,000/- per month. You will be provided free transportation from Aligarh by University bus. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

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CC: Finance Officer  
Personal File



Registrar

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Assistant.....

Respected Sir,

With reference to your letter no. MU/RO/100A/2022-23/18(iii) dated 11-07-2022..... I, MANOJ KUMAR..... am joining as Assistant..... in the Department of ..... at the Institute of Directorate of Distance and w.e.f. 11-07-2022..... online Education

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- MANOJ KUMAR

Signature:- Manoj

Date:- 11-07-2022

  
Registrar



MU/RO/OOA/2022-23/27(1)

Dated: 18 Jul 2022

To,  
Mr. Ashok Kumar Gupta,  
S/o Mr Shyam Sunder Gupta,  
H.NO. 1/88 CA, Street No., 4,  
Sanjay Gandhi Colony,  
Ravan Teela,  
Aligarh - 202001

**Order of Appointment**

Dear Mr. Gupta,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant at Directorate of Distance and Online Education of the University w.e.f. 18 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a gross salary of Rs. 14,500/- per month. You will be provided free transportation from Aligarh by University bus. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.



Registrar

CC: Finance Officer  
Personal File

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Assistant

Respected Sir,

With reference to your letter no. MU/RO/00A/2022-23/27(i) dated 18.7.2022 I, Ashok Kumar Gupta, am joining as Assistant in the Department of ..... at the Institute of Directorate of Distance and Online Education w.e.f. 18-7-2022

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Ashok Kumar Gupta

Signature:- 

Date:- 18-7-2022

  
Registrar



MU/RO/OOA/2022-23/40C11

Dated: 25 Jul 2022

To,  
Mr. Nitin Kumar Sharma,  
S/o Mr. Ramveer Sharma,  
153, Nagla Mishriya,  
Chandfari, Mathura Road,  
Hastpur, Aligarh

**Order of Appointment**

Dear Mr. Sharma,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant at Directorate of Distance and Online Education of the University w.e.f. 25 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a gross salary of Rs. 15,500/- per month. You will be provided free transportation from Hastpur by University bus. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
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- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
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- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(NII) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
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  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.



Registrar

CC: Finance Officer  
Personal File

# MANGALAYATAN UNIVERSITY

## JOINING REPORT

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as ..... Assistant .....

Respected Sir,

With reference to your letter no. HU/RO/02A/22-23/40 (ii), dated 25-Jul-2022, I, Nitin Kumar Sharma am joining as Assistant in the Department of ..... at the Institute of DO Directorate of Distance & Online Education 25-July-2022.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Nitin Kumar Sharma

Signature:- [Signature]

Date:- 25-July-2022

[Signature]  
Registrar



MU/RO/OOA/2022-23/25(ii)

Dated: 15 Jul 2022

To,  
Mr. Deepak Babu Sharma,  
S/o Late Mr. Om Prakash Sharma,  
H.No.-935, Jamuna Bagh Road,  
Mata Gali, Sadar Bazar,  
Near Lal School,  
Mathura

**Order of Appointment**

Dear Mr. Sharma,

With reference to the discussion held at the University, we are pleased to offer you the post of Computer Operator at Directorate of Distance and Online Education of the University w.e.f. 15 July 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a gross salary of Rs. 15,500/- per month. You will be provided free transportation from Mathura by University bus. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.



Registrar

CC: Finance Officer  
Personal File

# MANGALAYATAN UNIVERSITY

## JOINING REPORT

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Computer operator

Respected Sir,

With reference to your letter no. MU/RO/ADA/2022-23/25(LI) dated 15.7.2022 I, Deepak Babu Sharma, am joining as Computer operator in the Department of ..... at the Institute of Directorate of Distance & online education w.e.f. 15 July 2022

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Deepak Babu Sharma

Signature:- [Signature]

Date:- 15 July 2022

[Signature]  
Registrar



MU/RO/OOA/2022-23/33(i)

Dated: 22 Jul 2022

To,  
Mr. Jitendra Mittal,  
S/o Mr Nand Kishor Mittal,  
586, Baba Sant Das ka Teela,  
General Ganj, Mathura

**Order of Appointment**

Dear Mr. Mittal,

With reference to the discussion held at the University, we are pleased to offer you the post of Computer Operator at Directorate of Distance and Online Education of the University w.e.f. 22 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a gross salary of Rs. 15,500/- per month. You will be provided free transportation from Mathura by University bus. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.



Registrar

CC: Finance Officer  
Personal File

# MANGALAYATAN UNIVERSITY

## JOINING REPORT

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as *Computer Operator*

Respected Sir,

With reference to your letter no. MD/RO/ODA/2022-23/38(I) dated 22.07.2022, I, *Jitendra Mittal*, am joining as *Computer Operator* in the Department of ..... at the Institute of *Directorate of Distance & Online Education* 22/07/2022.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- *Jitendra Mittal*

Signature:- *J. Mittal*

Date:- 22/07/22

*[Signature]*  
Registrar



Ref. No.: MU/RO/OOA/2022-23/ 25 (ii)

Dated: 15 Jul 2022.

To,  
Mr. Ajab Singh,  
S/o Dharmvir Singh,  
Vill:- Post:- Mohakampur,  
Dist:- Aligarh

**Order of Appointment**

Dear Mr. Singh,

With reference to the discussion held at the University, we are pleased to offer you the post of Multi Tasking Staff at Directorate of Distance and Online Education of the University w.e.f. 15 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a consolidated salary of Rs. 10,500/- per month. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File



Registrar

## MANGALAYATAN UNIVERSITY

### JOINING REPORT

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Multi Task Staff.

Respected Sir,

With reference to your letter no. MU/RA/02A/2022-23/25(ii) dated 15 Jul 2022..... I, Ajib Singh..... am joining as Multi Task Staff..... in the Department of Distant Education at the Institute of Education..... w.e.f. 15 July 2022.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.


Kindly allow me to join the services.

Thanking you,

Name:- Ajib Singh.....

Signature:- Singh.....

Date:- 15/07/2022.....

  
Registrar



Ref. No.: MU/RO/OOA/2022-23/25610

Dated: 15 Jul 2022.

To,  
Mr. Ramesh Sharma,  
S/o Mr. Ram Bharose Sharma,  
Vill- Shyora, Post- Beswan,  
Distt. - Aligarh

**Order of Appointment**

Dear Mr. Sharma,

With reference to the discussion held at the University, we are pleased to offer you the post of Multi Tasking Staff at Directorate of Distance and Online Education of the University w.e.f. 15 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a consolidated salary of Rs. 10,500/- per month. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File



Registrar

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Multi Tasking Staff

Respected Sir,

With reference to your letter no. MD/RO/00A/2022-23/25 (iv) dated 15. Jul. 2022 I, Ramesh Sharma, am joining as Multi Tasking Staff in the Department of ..... at the Institute of Directorate of Distance and Online Education, w.e.f. 15-07-2022.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Ramesh Sharma

Signature:- Ramesh

Date:- 15-07-2022

  
Registrar



Ref. No.: MU/RO/OOA/2022-23/27(ii)

Dated: 18 Jul 2022.

To,  
Mrs. Vijay,  
D/o Late Mr. Soran Singh,  
H.No.-1/433 A, Ambedkar Colony,  
Naurangabad Chavani,  
Aligarh

**Order of Appointment**

Dear Mrs. Vijay,

With reference to the discussion held at the University, we are pleased to offer you the post of Counselor at Directorate of Distance and Online Education of the University w.e.f. 18 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a consolidated salary of Rs. 17,500/- per month. You will be provided free family accommodation at University campus. Water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.



Registrar

CC: Finance Officer  
Personal File

# MANGALAYATAN UNIVERSITY

## JOINING REPORT

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as ..... Counsellor .....

Respected Sir,

With reference to your letter no. MV/RO/DOA/2022-23/27(ii) dated 18. July 2022 I, Vijay, am joining as Counsellor in the Department of ..... at the Institute of Directorate of Distance & Online Education w.e.f. 18. July 2022 .....

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Vijay .....

Signature:- Vijay .....

Date:- 18. July 2022 .....

[Signature]  
Registrar



MU/RO/OOA/2023-24/ 660(v)

Dated: 29 May 2023

To,  
Mr. Amber Agarwal,  
S/o Mr. Sudesh Kumar Agrawal,  
141516A, Circular Road,  
Chaubhan Mohalla, Firozabad

**Order of Appointment**

Dear Mr. Agarwal,

With reference to the discussion held at the University, we are pleased to offer you the post of Counsellor at Centre for Distance and Online Education of the University w.e.f. 29 May 2023. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.16,000/- per month. You will be provided free shared accommodation. Water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period is one month. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining.
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File

  
Registrar

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as ....Counsellor.....

Respected Sir,

With reference to your letter no. MU/RO/CAP/2023-24/660 (U) dated  
29-05-2023.... I, Mr. Amber Aggarwal....., am joining as  
Counsellor..... in the Department of ..... at  
the Institute of Centre for Distance & Online Education w.e.f.  
29-05-2023.....

I undertake to assume full responsibility of any appropriate duties assigned to me by  
the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Amber Aggarwal

Signature:- Amber.....

Date:- 29-05-2023.....

  
Registrar



Ref. No.: MU/RO/OOA/2022-23/38(ii)

Dated: 22 Jul 2022.

To,  
Ms. Manju Rani,  
D/o Mr. Ramprakash Saraswat,  
134, Gopalpura, Bangali Ghat,  
Mathura

**Order of Appointment**

Dear Ms. Manju,

With reference to the discussion held at the University, we are pleased to offer you the post of Counselor at Directorate of Distance and Online Education of the University w.e.f. 22 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a consolidated salary of Rs. 17,000/- per month. You will be provided free transportation from Mathura by University bus. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File



Registrar

## MANGALAYATAN UNIVERSITY JOINING REPORT

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Counsellor.....

Respected Sir,

With reference to your letter no. MU/RO/50A/2022-23/38(i) dated 22 Jul 2022 I, Manju Rani, am joining as Counsellor in the Department of ..... at the Institute of Directorate of Distance and Online Education w.e.f. 22 July 2022.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Manju Rani.....

Signature:- [Signature].....

Date:- 22 July 2022

[Signature]  
Registrar



Ref. No.: MU/RO/OOA/2022-23/360(ii)

Dated: 22 Jul 2022.

To,  
Ms. Ruchee Singh,  
D/o Mr. Raj Kumar Solanki,  
Gandhi Road, Station Road,  
Ganj Dundwara,  
Kasganj

**Order of Appointment**

Dear Ms. Ruchee,

With reference to the discussion held at the University, we are pleased to offer you the post of Counselor at Directorate of Distance and Online Education of the University w.e.f. 22 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a consolidated salary of Rs. 17,000/- per month. You will be provided free shared accommodation at University campus. Water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File

  
Registrar

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as ..... Counsellor .....

Respected Sir,

With reference to your letter no. NW/RO/2022-23/33(11) dated 22.07.2022 I, Ruchi Singh, am joining as Counsellor in the Department of ..... at the Institute of Directorate of Distance and Online Education w.e.f. 22.07.2022.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Ruchi Singh

Signature:- Ruchi

Date:- 22.07.2022

  
Registrar



Ref. No.: MU/RO/OOA/2022-23/45(ii)

Dated: 28 Jul 2022.

To,  
Mr. Ashish Kushwaha,  
S/o Late Mr. Hukam Singh Kushwaha,  
Gopal Nagar, Bijahari, Sasni,  
Hathras

**Order of Appointment**

Dear Mr. Kushwaha,

With reference to the discussion held at the University, we are pleased to offer you the post of Counselor at Directorate of Distance and Online Education of the University w.e.f. 28 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a consolidated salary of Rs. 17,000/- per month. You will be provided free shared accommodation at University campus. Water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File



Registrar

# MANGALAYATAN UNIVERSITY

## JOINING REPORT

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Counsellor

Respected Sir,

With reference to your letter no. MU/RO/OPA/2022-23/45(iii), dated 28 Jul 2022, I, ASHISH KUSHWAHA, am joining as Counsellor in the Department of ..... at the Institute of Directorate of Distance and online education, 28th July 2022.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Ashish Kushwaha

Signature:- Ashish

Date:- 28th July 2022

  
Registrar



Ref. No.: MU/RO/DOA/2022-23/40Ciii)

Dated: 25Jul 2022.

To,  
Ms. Rauli Yadav,  
D/o Mr. Dharamvir Singh,  
Shrinagar, Gali no.6,  
Nidhauri Road,  
Etah

**Order of Appointment**

Dear Ms. Yadav,

With reference to the discussion held at the University, we are pleased to offer you the post of Counselor at Directorate of Distance and Online Education of the University w.e.f. 22 Jul 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be on a consolidated salary of Rs. 17,500/- per month. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. A similar notice or salary in lieu will be required by the University in case it decides to relieve you any time after confirmation. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



(xii) This appointment is subject to the following conditions:

- (a) You shall submit all the original certificates for verification and the copies of following:
  - (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File



Registrar

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Counsellor

Respected Sir,

With reference to your letter no. MU/RO/00A/2022-23/40(iii) dated 25.10.2022 I, Rauli Yadav, am joining as Counsellor in the Department of ..... at the Institute of Directorate of Distance and online education w.e.f. 22/07/2022

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Rauli Yadav

Signature: [Signature]

Date:- 22/07/2022

[Signature]  
Registrar



MU/RO/OOA/2023-24/ 847(i)

Dated: 15 Apr 2024

To,  
Mr. Lakhman Singh,  
S/o Mr. Ramvir Singh,  
Pachawar, Mathura

**Order of Appointment**

Dear Mr. Singh,

With reference to the discussion held at the University, we are pleased to offer you the post of Technical Staff at Centre for Distance and Online Education of the University w.e.f. 15 Apr 2024. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.16,000/- per month. You will be provided free shared accommodation, Water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period is one month. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.



- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining.
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File

  
Registrar

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Technical Staff

Respected Sir,

With reference to your letter no. M.U./Rc/OA/2023-24/847 (i) dated 15-04-2024..... I, Mr. Lakhan Singh..... am joining as Technical Staff in the Department of ..... at the Institute of Centre for Distance & Online Education w.e.f. 15-04-2024.....

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name:- Lakhan Singh

Signature:- Lakhan

Date:- 15-04-2024

  
Registrar



MU/RO/OOA/2022-23/146(ii)

Dated: 05 Sep 2022

To,  
Mr. Satendra Kumar,  
S/o Mr. Kalicharan,  
Village, Post Mohkampur,  
Iglas Aligarh - 202145, Aligarh

**Order of Appointment**

Dear Mr. Kumar,

With reference to the discussion held at the University, we are pleased to offer you the post of Technical Staff at Centre for Distance and Online Education of the University w.e.f. 05 Sep 2022. You will be on probation for one year on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.18,000/- per month. You will be provided free shared accommodation. Water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period is one month. However, in case of indiscipline, insubordination, non performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mangalayatan University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.
- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.

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- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining.
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future

We welcome you to the Mangalayatan University family.

CC: Finance Officer  
Personal File

  
Registrar

**MANGALAYATAN UNIVERSITY**  
**JOINING REPORT**

To,  
The Registrar,  
Mangalayatan University,  
Beswan, Aligarh.

Subject: - Joining Report as Technical Staff.....

Respected Sir,

With reference to your letter no. MU/RO/004/2022-23/146(ii) dated 05-09-2022 I, Satendra Kumar..... am joining as Technical Staff..... in the Department of ..... at the Institute of Centre for Distance & Online Education e.f. 05-09-2022.....

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking you,

Name: Satendra Kumar.....

Signature: .....

Date: 05-09-2022.....

  
Registrar