

MU/RO/OOA/2022-23/666

Dated: 23 May 2023

To,
Prof. (Dr.) Masood Parveez,
S/o Mr. Usman Shareef,
Flat No.-303/A8, Block B,
KLJ Greens, Sector 77,
Nimka (960),
Faridabad.

Order of Appointment

Dear Prof.(Dr.) Parveez,

With reference to the discussion held at the University, we are pleased to offer you the post of Director at Directorate of Distance and Online Education of the University w.e.f. 22 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 on a gross salary of Rs. 1,15,000/- per month. You will be provided free furnished family accommodation at University campus as per University norms. 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. 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