



Government of Jammu and Kashmir  
Office of the Chief Engineer  
Kashmir Jal Shakti (PHE) Department, Srinagar.



\*\*\*\*\*

**Subject: -** Appointment of candidates for the post of Junior Assistants advertised vide Notification No. 01 of 2021 under Item No. 008, in Jal Shakti Department, Divisional Cadre Kashmir.

- Ref:-**
- I. Under Secretary to Government Jal Shakti Department Srinagar authorization conveyed vide No. Administrative Department letter No. 7152885/JSD/29/2023-07 Dated. 19-04-2023.
  - II. Secretary J&K Service Selection Board letter No. JKSSB-PLAN/25/2022-03 Dated. 16-03-2023

**Government Order No: 102-JSD/Estt of 2023**  
**D a t e d: 17 - 05 - 2023**

Consequent upon selection made by the Service Selection Board vide No. JKSSB-PLAN/25/2022-03 Dated. 16-03-2023 (Notification No. 01 of 2021 under Item No. 008, Dated. 03-02-2021) in respect of Selection list of Junior Assistants, Divisional Cadre, Kashmir and as per the instructions issued by the Administrative Department vide above quoted reference, the below named selected candidates (whose CID verification has been received ) are hereby temporarily appointed as Junior Assistants of Divisional Cadre Kashmir in the Pay Level-4 (25500-81100) in Jal Shakti (PHE) Department, and posted to the Division/Office indicated against each:-

Sl. No.	S.No. in the selection list	Name of the candidate S/Sh	Parentage S/Sh	Address	Category	Posted to
1	01	Huzaif Younus	Mohammad Younus Mir	H.No.399 Near Govt. Degree College, Gagren, Shopian	OM	Jal Shakti PHE Division Shopian against available vacancy
2	05	Muzamil Bashir	Bashir Ahmad Bhat	H.No.36, Bhat Mohalla, Futlipora, Chrari Shareef, Chadoora	OM/RBA	Jal Shakti PHE Division Budgam against available vacancy
3	06	Saima Ayoub	Mohd Ayoub Bhat	H.No.173, Dangarpora, Pulwama	OM	Jal Shakti PHE Division Puwama against available vacancy

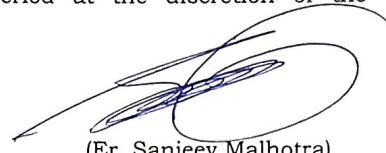
The appointee(s) shall be on probation for a period of two years and shall be allowed to join only on production of the following certificates/documents in original:-

- I. Academic /Technical qualification certificate if any /marks sheets which shall also include whether degree is approved for employment in J&K and whether the said institution is authorized to award such degree.
- II. Matriculation/Date of Birth certificate.
- III. Age and health certificate issued by Chief Medical Officer.
- IV. Permanent Resident Certificate/Domicile certificate issued by the competent authority.
- V. Character and Antecedents Certificate.
- VI. Certificate from concerned (Deputy Director, Employment and to the effect that no loan under self Employment Scheme has been taken by the appointee).
- VII. Relevant Category Certificate if applicable.
- VIII. Any other relevant certificate as required under rules.

Further the said appointment is provisional and subject to the following conditions:-

- a. Verification/genuineness of the qualification certificates, reserved category certificates from the concerned issuing authorities.
- b. The salary of the appointee(s) shall not be drawn and disbursed to him/her unless satisfactory report of genuineness of his/her qualification/Date of birth/relevant category is received from the concerned Authorities.
- c. The inter-se-seniority of the appointee(s) shall be governed as per seniority list issued by J&K Services Selection Board and joining report furnished by the candidates shall have no bearing on the order sequential of seniority issued by J&K Services Selection Board.
- d. The appointment of the candidates shall be governed by the "New Pension Scheme" as per SRO-400 of 2009 dated 24-12-2009.
- e. The probation of the candidates shall be for a period of 02 (two) years as per Rule 20 of J&K Civil Services (CCA) Rules, 1956.
- f. The appointee shall have to join within a period of 21 days from date of issuance of this appointment order. In case the candidate(s) fails to join within the aforementioned stipulated period, their appointment shall be deemed to have been cancelled ab-initio without any further notice and wages/salary shall become due from the day the candidate submits joining report in this office/sub-ordinate office as the case may be.
- g. This order is issued subject to outcome of writ petition (s), if any pending in any Court of law of competent jurisdiction.
- h. The appointee(s) have been provisionally adjusted in the stated Division based on clear vacancy available as on date and the place of posting is likely to change within probation period at the discretion of the Directorate.

NO: JSD/PHE/Estt/5977-86  
Dated: 17/05/2023

  
(Er. Sanjeev Malhotra)  
**Chief Engineer**  
Kashmir JSD (PHE) Department  
Srinagar

**Copy to the:-**

1. Principal Secretary to Govt. Jal Shakti, Department J&K Civil Secretariat Srinagar/Jammu for information please. This has reference to his office communication referred above.
2. Superintending Engineer, Jal Shakti, Hyd. Circle Pulwama/Shopian HQ: Shopian for information and necessary action.
3. Superintending Engineer, Jal Shakti, Hyd. Circle Budgam for information and necessary action
4. Executive Engineer, Jal Shakti, PHE Division Shopian for information and necessary action.
5. Executive Engineer, Jal Shakti, PHE Division Budgam for information and necessary action
6. Executive Engineer, Jal Shakti PHE Division Pulwama for information and necessary action.
7. Chief Accounts Officer, Jal Shakti PHE Department Srinagar Kashmir for information.
8. Huzaif Younus S/o. Mohammad Younus Mir R/o. H.No.399 Near Govt. Degree College, Gagren, Shopian for information and compliance.
9. Muzamil Bashir S/o. Bashir Ahmad Bhat R/o. H.No.36, Bhat Mohalla, Futlipora, Chrari Shareef, Chadoora for information and compliance.
10. Saima Ayoub D/o. Mohd Ayoub Bhat R/o. H.No.173, Dangarpora, Pulwama for information and compliance.
11. Order File
12. File concerned.

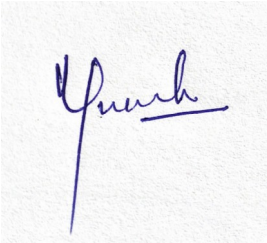
**February 14, 2023**  
**Iqra Jan,**  
**Amritsar - Ranjit Avenue**

**Letter Of Offer**

Dear **Iqra Jan,**

We are pleased to offer you position of **Corporate Account Manager - HDFC Bank Branch Banking (In Career Level - Executives)** in our **Amritsar - Ranjit Avenue** office. The Total Fixed Cost offered is Rs. **3,00,000 (Three Lakhs Only)** and the breakup is as given below.

<b>Components</b>	<b>Per Month (in Rs.)</b>	<b>Per Annum (in Rs.)</b>
Basic	11,800	1,41,600
HRA/ Housing Entitlement	590	7,080
Supplementary Allowance	9,259	1,11,109
Statutory Bonus	983	11,800
<b>Retiral Benefits</b>		
Provident Fund		21,600
Gratuity		6,811
<b>Total Fixed Cost</b>	<b>22,632</b>	<b>3,00,000</b>



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**Guidelines of Flexi Allowance Plan (FAP):**

a) Each employee is entitled to exercise his / her choice of apportionment of FAP subject to total limits available against each allowance.	
b) The below selection shall be taxable / non taxable as provided for under the Income Tax act and the rule there made under and amended from time to time	
<b>Pay Component</b>	<b>Eligibility Limits (Per Annum)</b>
Superannuation	15% of Basic Salary (only applicable to employees, joined before 1st Jan 2012 as per eligibility) to the maximum limit of INR 1 Lac Per Annum.
National Pension System (NPS)	Corporate contribution - 10% of Basic Salary Individual Contribution – Allowed in monthly payroll cycle. (Exempt upto 50 K over & above 80CC limit)
Meal Coupon	Zeta Digital Coupons, options given as below: <ul style="list-style-type: none"> <li>• INR 1100 Per Month</li> <li>• INR 2200 Per Month</li> <li>• INR 2970 Per Month</li> </ul>
Gift Coupon	Fixed INR 5000 Per Annum, 100% Tax free under Gift perquisite rule Available for selection: <ul style="list-style-type: none"> <li>• For existing employees in April &amp; June every year</li> <li>• For newly joined employees within 30 days of joining till the month before Diwali</li> </ul>
Child Education	Based on option, INR 100 per month per child up to a maximum 2 children
Hostel allowance	Based on option, INR 300 per month per child up to a maximum 2 children
Leave Travel Allowance	LTA eligibility (Yes / No) as per existing grade criteria will be Fixed 1 month Basic Salary. The option will be available for changes: <ul style="list-style-type: none"> <li>• Existing employees during April</li> <li>• Newly joined employees within 30 days post joining</li> </ul>
Car Lease	Below components will be as per limits defined for grades respectively: <ul style="list-style-type: none"> <li>• Car Lease rent</li> <li>• Driver's Salary Reimbursement</li> <li>• Fuel reimbursement</li> </ul>
Personal Car Fuel Reimbursements	Below components will be as per limits defined for grades respectively: <ul style="list-style-type: none"> <li>• AM &amp; Manager = INR 75,000 Per Annum</li> <li>• SM &amp; AVP = INR 90,000 Per Annum</li> <li>• VP &amp; Above = INR 144,000 Per Annum</li> </ul>
Vehicle Maintenance Reimbursement	Below components will be as per limits defined for grades respectively: <ul style="list-style-type: none"> <li>• AM &amp; Manager = INR 24,000 Per Annum</li> <li>• SM &amp; AVP = INR 36,000 Per Annum</li> <li>• VP &amp; Above = INR 50,000 Per Annum</li> </ul>
Driver's Salary Reimbursement	Below components will be as per limits defined for grades respectively: <ul style="list-style-type: none"> <li>• Manager = INR 90,000 Per Annum</li> <li>• SM &amp; AVP = INR 120,000 Per Annum</li> <li>• VP = INR 240,000 Per Annum</li> <li>• SVP &amp; Above = 300000 Per Annum</li> </ul>
Professional Development	INR 50,000 & INR 100,000 Per Annum (Annual reimbursement)

<b>Other Benefits: *</b>	<b>Cover</b>
<b>Mediclaim Insurance Cover:</b> Hospitalization expenses shall be reimbursed / cash less for Self, Spouse and up to 2 dependent children on a family floater basis.	Rs.400,000/- per annum Manager and below Rs.700,000/- per annum Sr. Manager and above
<b>Voluntary Group Mediclaim Insurance Cover:</b> For Parents & In-laws of employees, this Insurance cover can be taken by an employee on a <b>voluntary</b> basis for Parents &	Rs.400,000/- per annum

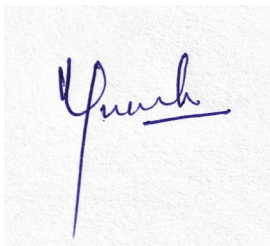
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In-laws. Hospitalization expenses for Parents & In-laws shall be reimbursed on a family floater basis.	
<b>Group Life Insurance Cover:</b> In the unfortunate event of death on account of an accident or natural causes, an employee's nominee shall be eligible for an insurance claim benefit. In addition, terminal illness benefits have been provided under this policy.	6 times of Annual Driving Salary (i.e. Cost To Company minus Retirals) or 10 Lakhs, whichever is higher Retirals) or 10 Lakhs, whichever is higher
<b>Employee Deposit Linked Insurance:</b> This benefit accrues through Employer contributions to the Provident Fund scheme in the event of death.	Rs.601,000/-
<b>Group Personal Accident Insurance Cover:</b> All employees are covered for 24 hours, worldwide under this policy. The policy covers an employee in the event of bodily injury due to an accident. The policy also covers temporary or permanent disability due to an accident.	>Death Benefit - Max of 6.25 times of Annual Basic salary or minimum Rs 15 lacs whichever is higher upto maximum Rs 1 Cr >Spouse Cover - 10% of Employee Sum Insured on Capital Cover* Capital Cover* - Accidental Death, Dismemberment, Permanent Total Disability and Permanent Partial Disability

- Gross Monthly Total is subject to tax and other deductions as per norms.
- Gratuity shall be payable in accordance with The Payment of Gratuity Act, 1972, as applicable, which is minimum of 5 years of continuous service.
- Payment of any performance pay or any discretionary bonus / Ex-Gratia is not obligatory and shall be paid solely and exclusively at the option, choice and discretion of the Company. Such discretionary payments towards performance pay / Bonus / Ex-Gratia shall be paid only if the you are employed as a permanent employee on the employment rolls of the Company on the date such performance pay / Bonus / Ex-Gratia is payable. Such payments shall also not be payable nor shall the Company be liable for any such payment in the event you have resigned and are serving the notice period post resignation in the Company.
- This offer of employment shall be valid for a period of seven (07) days from the date of this offer letter and shall stand automatically cancelled unless you confirm your acceptance. Company has the rights to revoke the offer anytime during the validity period without assigning any reason whatsoever.
- This is an offer break up document not construing to be an Appointment letter. The appointment is subject to your being declared medically fit and clearing background verification checks.

Best wishes,

For **Tata AIA Life Insurance Company Ltd.**



**Mukesh Sinha**  
**Assistant Vice President - Human Resources**

For any clarification, please revert to us.

Regards,

Hiring Team

Tata AIA Life Insurance Company Ltd.

14th Floor, Tower A, Peninsula Business Park,

Senapati Bapat Marg, Lower Parel,

Mumbai 400 013.

Telephone: 022 - 6649 800

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February 23,2023



Ref No:CAN097498

**Mr.MAHIB MEHRAJ**

Chanapora, Bypass Srinagar,J&K,  
Srinagar,  
Jammu & Kashmir (Ut)-190001.

**Mob No.: 6005034292**

Dear **Mr.MAHIB MEHRAJ** ,

**SUB: OFFER AS "TRAINEE-RELATIONSHIP EXECUTIVE"**

This is with reference to your application and to the subsequent interview you had with us for the above mentioned post of TRAINEE. In this connection, we are pleased to offer you an opportunity as "**TRAINEE-RELATIONSHIP EXECUTIVE**" in our organization under the following terms and conditions:

1. Your initial place of posting for the purpose of training will be at our **SRINAGAR** located at, CHINAR HEIGHTS 3RD FLOOR,AIRPORT ROAD,BAGHAAT BARZULLAH,,ABOVE AXIS BANK AND RED FM, J&K SRINAGAR,SRINAGAR-190005 and this location is subject to change at the sole discretion of management.
2. You will be trained in all functional areas of Lending, Recovery, Credit and Documentation.
3. You will report to your respective Branch Head.
4. During your training period, you will be paid STIPEND and OTHER ALLOWANCES as per Annexure attached.
5. Your training will be for a period of 6 months from the date of Joining. On successful completion of training, the Company shall offer you employment on probation for a period of 6 months.
6. You shall produce the following mandatory documents on the date of joining.
  - a. Passport Size Photos-4 nos.
  - b. Copy of Pan card & Aadhaar card(compulsory).
  - c. Copy of Address ID proof.
  - d. Copy of Educational Qualification (Internet copies of the marksheets are not acceptable).
  - e. Relieving & Experience Letter from Current Employer for Experienced Candidates.
  - f. Proof of latest 3 months payslips (If applicable).
  - g. Copy of Driving License is mandatory.
  - h. Cancelled Cheque/Bank Passbook copy for updation of salary bank account details.
  - i. Form 11, Employment Form fully filled up (Attached herewith in the Joining Kit).
7. Please note that this offer is being issued on the particulars of your qualifications, training, experience, age, present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for training in our organization. Should any of the particulars furnished by you be found to be incorrect or not genuine, your training shall be liable to be terminated without any notice or notice pay in lieu of notice period or any terminal benefits.
8. Candidate with prior experience has to submit proof of UAN and ESI numbers (Previous Employer) mandatorily failing which Employment will not be considered till the submission of the same. You are also requested to submit E-Aadhar details displaying the number clearly in order to validate with UAN/Other Submissions.

**This offer of training is valid for a period of 15 days only and the above specified documents along with respective original certificates for verification are mandatorily required to be produced on Date of joining. Any delay in submission, your DATE OF JOINING shall be modified as per statutory regulations. Failure on your part to submit the documents, this offer of employment shall stand automatically cancelled and withdrawn.**

we would appreciate, if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation to **SANJAY MALPOTRA-DEPUTY MANAGER-SANJAYMALPOTRA@STFC.IN**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

**For SHRIRAM FINANCE LIMITED**

**A.GANESH**

**SENIOR VICE PRESIDENT**

**(Accepted)**

Disclaimer: SHRIRAM FINANCE LIMITED do not engage any consultants or agencies for recruitments.

**Shriram Finance Limited**

(Formerly known as Shriram Transport Finance Company Limited)

Admn. Office: 6th Floor(level 2), Building No.Q2, Aurum Q Parc, Gen 4/1, TTC, Thane Belapur Road, Ghansoli, Navi Mumbai - 400710. Tel:+91 22 4095 7575  
Registered Office: Sri Towers, Plot No. 14A, South Phase, Industrial Estate, Guindy, Chennai - 600 032, Tamil Nadu, India | Tel: +91-44-485 24 666  
Website : www.shriramfinance.in | Corporate Identity Number(CIN) - L65191TN1979PLC007874

**ANNEXURE**  
**REMUNERATION DETAILS OF MR.MAHIB MEHRAJ**  
**(TRAINEE-RELATIONSHIP EXECUTIVE - OP2T)**

<b>S.NO.</b>	<b>COMPONENTS</b>	<b>AMOUNT MONTHLY</b>	<b>AMOUNT YEARLY</b>
1.	CONSOLIDATED STIPEND	3500.00	42000.00
2.	HOUSE RENT ALLOWANCE	2000.00	24000.00
3.	OTHER ALLOWANCE	11170.00	134040.00
4.	CITY COMPENSATORY ALLOWANCE	2000.00	24000.00
	<b>GROSS</b>	<b>18670.00</b>	<b>224040.00</b>
5.	INSURANCE BENEFITS	250.00	3000.00
6.	PROVIDENT FUND	1800.00	21600.00
7.	BONUS/EXGRATIA	700.00	8400.00
	<b>CTC</b>	<b>21420.00</b>	<b>257040.00</b>

**NOTE:**

1. Item on Sr.No. 1 to 3 shall be paid through payroll.
2. Item on Sr.No. 3 is inclusive of all fixed business reimbursements namely telephone, fuel and vehicle maintenance expenses.
3. Item on Sr.No. 4 shall be paid through payroll on account of higher hill station cost of living & the same will be withdrawn if there is any change in your location.
4. Item on Sr.No. 5 shall be towards insurance benefits.
5. Item on Sr.No. 6 is company's contribution towards your Provident Fund.
6. Item on Sr.No. 7 as and when declared.

**For SHRIRAM FINANCE LIMITED**



**A.GANESH**  
**SENIOR VICE PRESIDENT**

**(Accepted)**

**Shriram Finance Limited**

(Formerly known as Shriram Transport Finance Company Limited)



**Appointment Letter**

**Personal & Confidential**

Date: 26-06-2023

**Name :** mohasin manzoor

**Location :** Shopian

**Tentative Date of Joining :** 27-06-2023

Dear mohasin,

Further to the interview & discussion you had with us, we are pleased to offer you as Retail Agri-Rural Portfolio Officer, in KGC - Retail Agri at SHOPIAN-SHADMAN COMPLEX, Shopian on the following terms and conditions:

Grade : S1

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	128395	10700
HRA	64198	5350
Provident Fund	15407	1284
<b>Total Fixed Pay</b>	<b>208000</b>	<b>17333</b>

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

The details of your remuneration and benefits are given in Annexure.

1. Probationary Period:

1.1 You will be on probation for a period of six months or such extended period as may be decided by the Bank based on your performance during the probation period.

1.2 On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

2. Notice Period:

2.1 In case you decide to leave the Banks services after confirmation, you will be required to give thirty days notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay the Bank the salary for the notice period so reduced/waived off. Bank, after confirmation at its discretion can decide to relieve you by

giving months notice or Salary in lieu of notice.

2.2 In case you decide to leave the Banks services during probation period, you will be required to give fifteen days notice. The bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the salary in lieu of the notice period so reduced/waived off. Bank, during your probation, at its discretion can decide to relieve you by giving fifteen days notice or Salary in lieu of notice.

### 3. Job description:

Your duties and responsibilities will be explained to you on your joining the bank. However, you shall execute and perform all such duties that may be assigned to you by the Bank from time to time and the Bank reserves its right to change these at its discretion.

### 4. Location & Transfer:

Your initial place of posting will be Shopian. However, the Bank reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the Bank, in India, that is in existence or may come into existence at a future date.

### 5. Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without an express written authority from the Management, any information relating to the Bank or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the Bank.

### 6. Alternative Employment:

During the course of your employment with the Bank, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the Bank. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

### 7. Termination of employment:

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in acts of Commission/ Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination, suppression of facts, falsification of documents or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

### 8. Conditions Precedent:

- a) Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.
- b) The self-declaration given by you in respect of your medical fitness is in order.
- c) The Bank receiving attested copies of all your degrees and professional qualifications certificates, if any.
- d) Your successful completion of Graduate/Post Graduate/Professional course which is currently ongoing or the results are awaited and basis which you have been interviewed and offered and submission of pass certificate within one month of publication of result.(If applicable)
- e) The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and with regard to any dispute arising thereof, the Mumbai Courts will have exclusive jurisdiction.



We understand your world

HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha,Next to Kanjur  
Marg Railway Station(East)  
Kanjur Marg(E),  
Mumbai-400042

f) This Offer has been extended to you basis your representation, information and details provided by you during the interview and subsequent to your submitting of your personal information, requisite details, documents, educational qualification and work experience certificates, etc. uploaded by you on HDFC Bank Career Site/ E-Rec portal for seeking an employment with HDFC Bank. By accepting this Offer, you confirm that all the details filled in and the documents uploaded on HDFC Bank Career Site/ E-Rec portal are true and correct. In case any discrepancy is found in the information and details provided by you at any stage of your association with HDFC Bank, HDFC Bank reserves its right to take appropriate action against you at Bank's discretion

Please note that you have an option to reject or accept this offer. If you are agreeable to the above mentioned terms and conditions, please accept the offer online by clicking "Accept" tab/button in the portal/system by using your login ID and password within above mentioned date of uploading this Offer in the portal/system. In case no acceptance is received by us within above mentioned period, we presume that you have no interest to proceed further and accordingly the Offer Letter shall be deemed to be withdrawn.

We welcome you to HDFC BANK and look forward to having a long and mutually beneficial association with you.

Yours truly,

**R Nagarajan**

**For HDFC Bank Limited  
HR Lead HR Shared Services**

**This appointment letter is a system generated letter with electronic signature of HDFC Bank Ltd.'s authorized signatory and hence no Appointment Letter with wet signature is provided additionally.**

**Remuneration:**

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	128395	10700
HRA	64198	5350
Provident Fund	15407	1284
<b>Total Fixed Pay</b>	<b>208000</b>	<b>17333</b>

**Incentives:**

You will be eligible for monthly Performance Linked Incentive Pay, as per the policy of the Bank.

**www.hdfcbank.com**



We understand your world

HDFC bank Ltd.,  
I-Think Techno Campus,  
Building Alpha,Next to Kanjur  
Marg Railway Station(East)  
Kanjur Marg(E),  
Mumbai-400 042

**Benefits:**

- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and /or, as per Bank policy
- Total Mediclaim cover of Rs.2,00,000/- for self and spouse (Parents and Children not covered).

I read & understand the Annexure – A

**Signature of Applicant**

**Name:** mohasin manzoor

### **Important Note on Grooming Standards**

As employees of HDFC Bank, we, in our interactions with customers, clients, vendors and business associates, are the face of the Bank. It is therefore imperative that each of us applies a certain amount of prudence in the choice of our attire and grooming standards. **Office attire should be smart and appropriate for conducting business on behalf of the Bank at all times.**

#### **Grooming standards for Men**

**Hair-** Should be conservative, well maintained and cut short. Moustaches / beards neatly trimmed or face clean shaven - daily maintenance mandatory. After-shave (optional)

**Attire-** Formal wear: Trousers must be in dark to medium colour tones (black, brown, navy blue, gray or beige) Shirts should be with full-length sleeves and worn with a tie (mandatory). If the occasion so demands (formal function / business call to an important Corporate / Client etc.) a blazer or suit appropriately chosen for the weather should be worn. Saturdays: Smart casuals are acceptable, Semi formal trousers, Denim trousers, Collared T-shirts, Semi-formal shirts, Shirts with checks

**Footwear-** Leather laced shoes with socks and coordinated with the trousers and belt. Socks must be in basic colours (black, brown, dark blue, gray or beige), coordinated with the trousers and calf length. Only on Saturdays, semi formal shoes in leather, calf leather or suede.

**Others-** Neatly cut short nails, No ornaments except for obligatory ring or kada.

#### **Grooming standards for Women**

**Hair-** Should be simple and clean, neatly combed at all times. Long hair may be tied in a bun or a plait Indian formal wear: Indian saris, Salwar suits.

Western formal wear: Suits in basic colours. Preferably in black, dark brown, navy blue, beige or very light shades

**Attire-** Formal shirts with formal trousers or skirts. Saturdays: Smart casuals are acceptable, Full length denim trousers, Skirts, Kurtis, Semi formal blouses and tops

**Footwear-** Leather sandals or sandals of similar material , Closed shoes, Shoes must be well coordinated with clothes.

**Others-** Neatly cut nails, Simple elegant ornaments, Basic daywear makeup along with perfume/deodorant



**MDI**  
GURGAON

Management  
Development  
Institute

MDI/ Admin./266 /2023

18<sup>th</sup> July, 2023

Mr. Burhan Tariq Shah  
Tailwani Achabal Anantnag  
Mobile: +91- 7889385244  
Email-id: [shahburhan0007@gmail.com](mailto:shahburhan0007@gmail.com)

Dear Sir,

**Sub: Offer of contract as Teaching cum Research Assistant**

Based on the recommendations of the Selection Committee, we are pleased to engage you as Teaching cum Research Assistant for a period of Ten months (10) with effect from 24<sup>th</sup> July, 2023 to 23<sup>th</sup> May, 2024 on a monthly stipend of Rs. 20,000/- (Twenty thousand only) per month on the following terms and conditions:

- (a) The engagement will be for Ten (10) months from the date of your joining.
- (b) Your engagement is purely for the fixed term as mentioned above, it may automatically come to an end after the period specified above and you will have no claim or right for further engagement or on regular employment thereafter and you shall have to return all the Institute properties and belongings of the concerned faculty.
- (c) You will assist the faculty member in liaising with research work, evaluation work, examination/ invigilation work/ teaching related work/ maintaining attendance and other administrative departments/ programmes offices.
- (d) You will be paid a monthly stipend of Rs. 20,000/- (Twenty thousand only).
- (e) You will be entitled to Five (5) days paid leave (non- encashable) during the period of Ten months. In addition to this, you will also be entitled for one day weekly off.
- (f) Being associated as Teaching cum Research Assistant benefits available to employee like i.e. Provident Fund, Gratuity, Medical facilities, Leave encashment; Leave Travel Allowance, etc. will not be applicable in your case.
- (g) The engagement can be terminated by one month's notice from either side.
- (h) You will not undertake any outside assignment during the period of your engagement in the Institute.
- (i) You will follow the rules of discipline and observe appropriate behavior while your stay in MDI.
- (j) You will not utilize the material gathered by you, or supplied to you, during your service with the Institute, for any purpose other than that of the Institute's activities.

-1/2-

2. If the above terms and conditions are acceptable to you, please join/ confirm within 15 days of the receipt of this letter and indicate the date by which you will join us. In case no confirmation is received by the Institute, It will be presumed that you are not interested to join MDI and this offer may be treated as withdrawn. No further intimation will be given in this regard.
3. Please bring all the original certificates of your qualification, experience, Aadhaar card, PAN Card along with a self-attested photocopy of each and undertaking about no relation with the associated faculty member, at the time of joining the Institute.
4. If at any times it is found that there is suppression of factual information/false declaration etc. the engagement will be terminated forthwith without any reason.
5. These terms & conditions of this engagement letter supersede any prior oral or written undertaking regarding the terms and conditions of your engagement with the Institute.
6. Please acknowledge receipt of this letter and return the second copy, duly signed, in token of your acceptance of the offer of engagement as aforesaid.

Yours faithfully,



(Arun Kumar Singh)  
Chief Administrative Officer



# BRACT

## Bansil Ramnath Agarwal Charitable Trust

Suyog Centre, 7<sup>th</sup> floor, 34A/1, Market Yard Road, Giridhar Bhavan Chowk, Gultekdi, Pune-411037.  
Phone: +91- 20 - 2452 5555

### **ORDER OF APPOINTMENT**

Ref. No.:BRACT/VG/C-EST/VU/2023-24/3-1623

Date : 24.11.2023

To,

**Dr. Tanveer Ahmad Shah,**

Shah Mohalla, Kamad Anantnag, Dialgam,  
Jammu and Kashmir - 192210.

### **SUB : APPOINTMENT FOR THE POST OF ASSISTANT PROFESSOR**

With reference to your application, followed by the interview with the selection committee, Management is glad to appoint you on the post of Assistant Professor in the Department of Management. Your current posting will be at **Vishwakarma University, Pune**. Your appointment is on full time basis on the following terms and conditions.

#### **1. NATURE OF APPOINTMENT:**

- 1.1. Your appointment is with effect from the date of joining upto Jun 30, 2024.
- 1.2. You will be on appropriate probation period during this time span as per the norms of management. The probation period is deemed to have been incomplete unless specific orders are issued for having satisfactory service during the probation, the period of probation may be further extended, or services may be terminated.
- 1.3. You will be paid basic pay of Rs. 57,700/- (Rupees Fifty Seven Thousand Seven Hundred only) p.m. in the Pay Level – 10 of pay matrix.
- 1.4. Your services will be governed by the Vishwakarma University Act, Code of Conduct, Statutes, Ordinances, rules and regulations laid down by the University, and all other statutory bodies as applicable from time to time.
- 1.5. You shall not have any right to claim said position in any University owned or run by the Management. It shall be the sole discretion of the Management to further continue your services.
- 1.6. Your appointment is subject to the enrollment of the minimum number of students for the Programme/Specialization/Courses & Resultant availability of the prescribed workload. The University/Management/BRACT shall have right to terminate your services upon closure of any course or non-enrollment of student to any course and the University/Management/BRACT shall not be under any obligation to keep you in employment in case of such scenario.

**2. LEAVE RULES:** You will be entitled to Leaves, as per the rules laid down by the Management, from time to time, which can be availed with prior written permission of the reporting authority/Management. Sanctioning or denying is the right of the Management.

#### **3. CONSULTANCY SERVICE:**

- 3.1 You can offer/accept the Consultancy Services through University only, as per the relevant policies laid down by the Management from time to time. You shall not accept any consultancy assignment, paid or otherwise, without prior written approval of the Management.
- 3.2 You shall not undertake any other employment or engage in any external activities of commercial nature like tuition classes, operate business or any other similar activity without seeking prior written approval. The Management shall have the complete discretion to grant or deny any such permission.







# BRACT

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### **4. JOB PROFILE:**

- 4.1. Your job profile will be decided by the Management from time to time and you shall abide by the same, in totality. The Management and/or its Competent Authority further reserves its right to assign any work to you, at any time. You shall report to the Management and/or its Competent Authority specified by the Management for all matters.
- 4.2. You will be assigned one or more responsibilities with reference to Academic Teaching, Academic Administration, Examinations and Evaluation, Training, Consultancy, Placements and Industry Connect, Extension Activity, Student Counseling, Quality Assurance, Institutional Administration, Programme and Curriculum Design and Development, Content Design and Development, Admissions or any other work, from time to time and you shall abide by the same in totality.
- 4.3. It shall be your responsibility to complete the prescribed / assigned number of teaching hours and evaluation of all the courses allocated to you in a time bound manner, prior to the announced last teaching day for each term. If required, you shall conduct classes / examinations on holidays and off days to meet this requirement.
- 4.4. Your appointment is subject to the availability & fulfillment of the minimum teaching load prescribed by UGC/AICTE/PCI/BCI/COA/Vishwakarma University for your Cadre / Designation / Position from time to time. The allocation of subjects to various Faculty members / Teachers of the University shall be exclusive prerogative of the Management and/or its Competent Authority and you shall not challenge the same for any reason what so ever.
- 4.5. You can accept University duties only with the prior written consent of the Management and/or its Competent Authority.
- 4.6. Your job profile, role and responsibilities, work hours/shifts, department, work desk, etc. shall be decided by the Management from time to time and you shall abide by the same in totality.
- 4.7. Your services are transferable between Institutes of our Management/Trust from one department to any other Department, one unit to another unit, one place to another place, one location to another location as per exigencies and requirements of the University/Management/Trust.
- 4.8. Your attendance/duty hours will be regulated, and place of work may change as per exigencies of work and rules of the University/Management/Trust. Your appointment subject to code of conduct of University/Management/Trust.
- 4.9. The Management and/or its Competent Authority may assign to you, teaching and other responsibilities at any Unit owned or run by the Management at any point of time.

### **5. PERFORMANCE APPRAISAL:**

- 5.1. You shall abide by the performance appraisal scheme of the University as laid down by the Management from time to time.
- 5.2. The outcome/ actions based on the performance appraisal shall be binding on you.
- 5.3. Yearly increment, if applicable, will be linked with performance appraisal scheme laid down by the Management from time to time.

### **6. CONDUCT AND DISCIPLINE:**

You are bound by the Code of Conduct & Discipline and the rules related to duties as laid down by the Management.

- 6.1. You shall not share/disclose/reproduce in full or part any information pertaining to any aspect of functioning of the University/Trust to any external individual/party, failing which you may be liable for action as per the applicable laws in force and as approved by the Management/Trust. All IT policies including IT access policy, Email





# BRACT

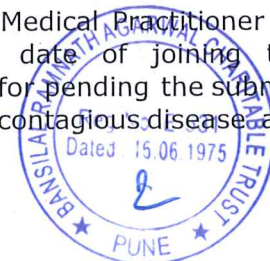
## Bansil Ramnath Agarwal Charitable Trust

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- policy, BYOD policy, etc. are provided online on university website for further reference.
- 6.2. Any facilities, services that are offered to you as a part of your employment are purely discretionary and the same may be withdrawn in part/full, temporarily/permanently by the Management at any point of time, without assigning any reason thereof.
  - 6.3. You shall adhere by the Social Media Policy notified by the Management from time to time.
  - 6.4. If the University/Management/Trust receives any complaint about your misbehavior gross negligence/lapses on your part in performing your duties, it will be viewed seriously and the Management/Trust reserves the right to terminate your services with immediate affect or take any other appropriate action as may be deemed fit.
  - 6.5. You will strictly observe the rules of discipline of the University/Management/Unit wherever you may have been deployed while on duty. If you fail to do the same, you will be liable for strict disciplinary action, in accordance with the law in the event of receipt of complaint against you.
  - 6.6. If any information or declaration furnished by you to the University/Management proves to be false or if you willfully suppress any material information, your services shall be liable to terminated immediately without any notice or salary in lieu of notice.
  - 6.7. Breach of any terms and conditions mentioned herein or breach of rules and regulations of the University/Management/Trust shall be liable for strict disciplinary action including termination of services.

### **7. OTHER CONDITIONS:**

- 7.1. Your appointment is subject to approval by University/Board of Management of University. You are bound by the norms and conditions laid down by Statutes of University, other statutory bodies and the policies and rules framed by the Management from time to time.
- 7.2. Your services may be terminated by either party, without assigning any reason thereof, by giving notice in writing for one month or one month gross salary in lieu thereof, subject to the Management accepting the pay in lieu of notice.
- 7.3. During the period of your service, you shall not directly or indirectly do such things, which are subversive in the interest of the University/Management/Trust. You shall not violate, in any measure, the policies that are notified by the Management from time to time. The Management reserves the right to modify, partially or fully any existing policies or introduce new policies and codes as may be deemed necessary from an organizational perspective.
- 7.4. The Management reserves the right to terminate your employment, without notice on the grounds of breach of policy or misconduct, incompetence and redundancy.
- 7.5. If you are found absent continuously for more than thirty days without prior written permission, your services shall stand terminated automatically, without any intimation whatsoever.
- 7.6. You will submit the one set of certified true copies (along with scan copies in pdf format) of relevant testimonials such as birth certificate, all mark sheets and certificates, experience certificate, degree certificate, discharge/ relieving certificate, last pay certificate, caste certificate, caste validity certificate, non-creamy layer certificate, change of name certificate (if any), teacher's approval letters, three copies of photographs, PAN Card, Aadhar Card, Passport etc. as the case may be, before joining the duties. Any non-submission of documents will lead to cancellation of this appointment order without assigning any reason thereof.
- 7.7. You shall undergo medical examination by the Medical Practitioner approved by the Management, within two months from the date of joining the duties. This appointment will be provisional and conditional for pending the submission of medical certificate stating that you are free from any contagious disease and that you are






# BRACT

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- physically fit for employment as the employee of the University. Moreover, your further appointment/service is subject to being medically fit during the course of your employment in our University/Trust. The Management/Trust shall have right to get you medically examined whenever deemed necessary to verify your fitness for carrying out your duties, you shall be under obligation to cooperate with participate in the process of medical examination.
- 7.8. During your tenure of service, if you are found medically unfit, the Management reserves the right to discontinue your services.
- 7.9. You are required to give the correct Postal address/ Email / Mobile Number on the day of joining the duties and any change in the Postal Address/ Email / Mobile Number should be communicated in writing to the University. It shall be presumed that any letter sent by the Registered Post Acknowledgement Due (RPAD) or by courier on the address given by you, shall be deemed to have been acknowledged and duly received by you.
- 7.10. This Appointment Order completely overrides any earlier appointment letters / other communication that may have been issued to you by this Management & any such earlier appointment orders / other communication stands null and void after issuance of this appointment order.
- 7.11. The date of birth recorded in our record as provided by you which will be basis for all future consideration/benefits etc. under no circumstances the date of birth provided by you be altered in our records.
- 7.12. You are not expected to resign from the post during the semester.
- 7.13. You will report to The Vice Chancellor, Vishwakarma University, Pune until further instructions.
8. Please sign and return one copy as acceptance of all the above terms and conditions in totality. You have to communicate your acceptance within seven days from the date of receipt of this Order of Appointment, failing which your appointment shall be cancelled.

  
**Bharat Agarwal**

Managing Trustee,  
BRACT - PUNE  
(The Appointing Authority)



Copy to :

1. The Vice Chancellor.
2. The Head of the Department.
3. Establishment Section / Registrar.
4. Accounts Section

I have read all the conditions mentioned above and accept all in totality, shall abide by the same.

Signature : \_\_\_\_\_

Employee Name : \_\_\_\_\_

