



## Appointment Letter

Date:11.03.2025

Let. No. MU/HR/25/03/AP/05

Dear Dr. Dharmendra Pankaj Sharma

We have pleasure in appointing you in our MATS University as “**Director**” in “**MATS Centre for Distance and Online Education**” at “**MATS University**”, as per the employment terms contained in this letter that are subject to such conditions and service rules etc. as may be determined by the University from time to time.

### 1. Appointment:

- Your date of appointment is effective from the **11.03.2025**.
- You shall be on probation for a period of **one year** from the date of your appointment. If in the opinion of the management, you are found suitable; your services will be confirmed.
- You shall be transferred from this location in such capacity the management may from time to time determine to any other location, institution, establishment or branch of MATS University. You will be governed by the terms and conditions of service applicable to the assignment.

### 2. Compensation:

Your scale of pay will be in **Pay Scale Rs. 37,400 – 67,000 with AGP Rs. 10,000/-** as agreed upon during the interview.

### 3. Responsibilities:

- Considering your role and responsibility, it is imperative that you execute all assigned tasks with utmost efficiency, diligence, and unwavering commitment, ensuring optimal outcomes to the best of your capabilities.
- You are obligated to adhere to the directives, mandates, and regulations set forth by the authorities of the University, ensuring strict compliance and observance at all times.

### 4. Leave:

In accordance with the University's HR policy, which are periodically determined and revised, you are required to adhere strictly to the established norms and guidelines.

### 5. Confidentiality:

As a member of the organization, you may gain access to such information that may be considered "confidential" by the organization. Therefore, you shall not divulge any confidential information to anyone outside the organization or to anyone inside who is not entitled to such information.

### 6. General:

We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.



**7. Notice Period:**

- This agreement is subject to termination without any obligation to provide reasons, whereby either party may initiate the process by serving a notice period of one month. If you fail to initiate the process by serving a notice period, you will have to deposit one month's salary. However, it is strongly advised to avoid such termination during the midst of the academic session. The Organization retains the prerogative to either compensate or deduct salary in lieu of the notice period. Failure to comply may result in the initiation of legal proceedings.
- The organization may relieve you at its discretion from such date prior to expiry of the notice period without assigning reasons.
- The University has the prerogative to terminate this contract abruptly and without any prior notice in the event of misconduct or inappropriate behavior.

**8. On Separation:**

You are obligated to settle all outstanding obligations and clear any pending dues before your departure from the Organization, ensuring a "no dues" status.



Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We look forward to your contribution to the growth of this organization and a successful career with us.

For, MATS University

  
Registrar

I hereby accept this employment on the terms and conditions mentioned in this letter:

Name:   
Place: 

Date: