



Swarnim Startup & Innovation University

(Approved by Government of Gujarat)

India's 1st
University for Startup

Campus : Bhoyan Rathod, Opp. IFFCO, Adalaj - Sertha Road,
Gandhinagar - 382420.

Phone : +91 9512343333 / 7069003003 / 7069005005

Email : info@ssiu.ac.in | **Website :** www.startupuniversity.ac.in

Ref. No. :

Date :
Date: 30th April, 2018

Ms. Archana Pandey
B-104 Shalin Heights-4
Nr. OM Shanti Nagar
Nalol-Aslali Highway
Ahmedabad-382405
Gujarat

Dear Ms. Archana Pandey,

We take great pleasure in inviting you to be an **integral part of Swarnim Startup & Innovation University.**

Congratulations! on being selected for the **position of Assistant Professor – Microbiology & Biotechnology** for **School of Science** constituent school of **Swarnim Startup & Innovation University.** Please note that the employment terms contained in this letter are subject to University policy.

1. APPOINTMENT

- Your date of appointment is effective from the **16th January, 2018** which shall be as soon as possible but not later than the mentioned date.
- You will be on probation for a period of one year from the date of your appointment. If in the opinion of the University you are found suitable in the appointed post you will be confirmed and intimated accordingly.
- You will be liable to be transferred in such capacity as the University may from time to time determine to any other location, department, function, establishment or branch of the University or subsidiary, associate or affiliate institute. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

2. COMPENSATION

- Your monthly salary would be **Rs: 15,000/-** (Fifteen Thousand Rupees) as per the Norms subject to necessary deduction as per the compliance.

MANAGED BY : G P Jain Charitable Trust

35, World Business House, Opp. Parimal Garden, Ellisbridge, Ahmedabad - 380015 | Ph. : 079 - 40021021 / 40327663



Swarnim Startup & Innovation University

(Approved by Government of Gujarat)

India's 1st
University for Startup

Campus : Bhoyan Rathod, Opp. IFFCO, Adalaj - Sertha Road,
Gandhinagar - 382420.

Phone : +91 9512343333 / 7069003003 / 7069005005

Email : info@ssiu.ac.in | Website : www.startupuniversity.ac.in

Ref. No. :

Date :

- b) You will be entitled to other compensation and benefits in accordance with the SSIU University policy as modified and intimated to you from time to time.
- c) Your salary will be reviewed periodically as per University policy.

3. OTHER BENEFITS

- a) Leave, holidays and working hours as applicable to your category of employees and location, Department of posting.
- b) Perquisites, if any, as applicable to your category of employees and/ or based on functional requirements as and when applicable would be determine by the Management.

4. RESPONSIBILITIES

- a) You shall report to the **Principal of School of Science**.
- b) In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.
- c) You will be required to undertake travel on University work for which you will be reimbursed travel expenses as per the University policy applicable to you.
- d) You shall be asked to perform other duties whether its Academic, Research or Administrative apart from your routine work as and when deemed necessary by the Management.

5. CONFIDENTIALITY

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the University. Therefore, please ensure that you maintain as secret and confidential all Confidential Information and shall not use or divulge or disclose any such Confidential Information except as may be required under obligation of law or as may be required by SSIU and in the course of your employment with written permission of Management. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with SSIU (irrespective of the circumstances of, or the reasons for, the cessation).

MANAGED BY : G P Jain Charitable Trust

World Business House, Opp. Parimal Garden, Ellisbridge, Ahmedabad - 380015 | Ph. : 079 - 40021021 / 40327663

Swarnim Startup & Innovation University

(Approved by Government of Gujarat)

India's 1st
University for Startup

Campus : Bhoyan Rathod, Opp. IFFCO, Adalaj - Sertha Road,
Gandhinagar - 382420.

Phone : +91 9512343333 / 7069003003 / 7069005005

Email : info@ssiu.ac.in | Website : www.startupuniversity.ac.in

Date :

Ref. No. : Apart from the above you must sign the Non-Disclosure Agreement with the university in order to maintain the confidentiality during your tenure. Please be informed that in case of any breach of confidentiality Legal Actions would be initiated against you.

6. GENERAL

- a) We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you found guilty or produce wrong information/ documentation, you will be removed from the service without prior notice/ intimation. 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.
- b) Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c) These employment terms supersede and replace any existing agreement or understanding, if any, between SSIU and you relating to the same subject matter.

7. NOTICE PERIOD

- a) This contract of employment is terminable, without reasons, by either party giving **02 Months (60 Days)** written notice. SSIU reserves the right to pay or recover salary in lieu of notice period.
- b) Further, the university may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.
- c) Management reserves the right to terminate the employment terms without giving any notice either verbal or written in case of any misconduct or integrity or any kind of similar issue, if found.
- d) No resignation would be accepted by the Authorities/ Management in between the semester/ academic term. In such case written approval from President/ Vice President should be required in order to complete the smooth relieving process.





Swarnim Startup & Innovation University

(Approved by Government of Gujarat)

India's 1st
University for Startup

Campus : Bhoyan Rathod, Opp. IFFCO, Adalaj - Sertha Road,
Gandhinagar - 382420.
Phone : +91 9512343333 / 7069003003 / 7069005005
Email : info@ssiu.ac.in | Website : www.startupuniversity.ac.in

Date :

Ref. No. :

8. ON SEPARATION

On acceptance of separation notice, you will have to immediately submit all correspondence, specifications, formulae, books, documents, cost of data, market data, literature, drawings, effects to the higher authority as per the university norms. You cannot make or retain any copies of these items.

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.

Yours Sincerely,

Shri Rishabh Jain
President

Swarnim Startup & Innovation University

I agree to accept employment on the terms and conditions mentioned in the above letter.

Name: Dr. Archana Pandey

Signature: Archana

Place & Date: Gandhinagar / 6/6/2018