



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Ref. No. F19/ZG/24-023, date: 1st October, 2024

Appointment Letter

The Vice Chancellor of Assam Don Bosco University is pleased to hereby appoint Ms. Kirtika Uzir, Assistant Professor, as Course Coordinator for MBA, Centre for Distance and Online Education (CDOE) with effect from 1st October, 2024.

The role of Course Coordinator includes the coordination, development, delivery and assessments of the learners in Course/s which are a part of the University's Centre for Department of Online Education.

This Appointment is in addition to Appointment Letter ADBU/HR/C-T/APPT-CDOE/24-10/01-06, dated 1st October, 2024.

Dr. (Fr.) Zacharias George
Registrar

Registrar
Assam Don Bosco University
Tapesia Gardens, Sonapur
Assam-782402, INDIA.



ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

Ref. No. ADBU/HR/C-T/APPT-CDOE/24-10/01-06, dated: 1st October, 2024

APPOINTMENT LETTER

On the recommendation of the Selection Committee, the Vice Chancellor of Assam Don Bosco University is pleased to appoint:

Name	: Ms. Kirtika Uzir
Designation	: Assistant Professor (Stage 1)
Department	: Management
Unit	: CDOE (Centre for Distance & Online Education)
With effect from	: 01-10-2024

The consolidated salary of Ms. Kirtika Uzir is Rs. 40,000.00 (Rupees Forty Thousand Only). The details of appointment are given below:

1. This appointment is subject to approval by the Governing Body of Assam Don Bosco University.
2. Your service will be governed by the University norms laid down in the "Employee Service Rules" of Assam Don Bosco University.
3. You are expected to serve the institution at least till the end of the probation period.
4. You will be on probation for a period of two years from the date of appointment. At the end of this period, your service will be made regular subject to your acquiring the minimum qualification required for this post and subject to an assessment by competent bodies of your performance, dedication to duty and professionalism.
5. Probationary employment may be terminated by the employer or the employee by giving one month's prior notice in writing or with a month's salary in lieu of prior notice.
6. On regularization of employment, service may be terminated by the employer or the employee by giving three months' prior notice in writing or with three months' salary in lieu of prior notice.
7. During the notice period, the employee will hand over full charge of the work assigned to him/her to the person authorized by the competent authority for the purpose.
8. On joining, there will be a monthly deduction of one month's salary, in equal installments over a period of six months towards a refundable notice period pay fund. This amount will be refunded without interest to the employee on separation, provided that the notice period given is as per the University norms or on completion of two years of service, whichever date is earlier.
9. Vacation period cannot form part of the notice period. No salary will be paid for leave taken during the notice period.
10. The standard working hours of the University are 7+1 hours per day with every first and third Saturday as non-class days. However, online teaching may require taking classes during the weekend or on non-class days in which case, a compensatory off will be sanctioned accordingly by the concerned Administrative Authority.
11. You are expected to register yourself for the Teacher Induction Programme at <https://moodle.dbuniversity.ac.in/> and complete the Diploma Programme within a period of three months and submit a copy of the certificate of completion to the Office of Human Resources Director.
12. You are also expected to complete a course on "Constitution of India" offered under our institutional LMS (moodle.dbuniversity.ac.in) via self-regulated mode within a period of three months and submit a copy of the certificate of completion to the Office of the Human Resources Director.

Kirtika Uzir



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13. Any salary revision will be subject to performance, dedication to duty and professionalism evidenced by research papers, consultancy and further qualifications, all of which will be reviewed by competent bodies. Such an assessment will be an on-going process in the University and will be applicable to all members of the staff.
14. You are required to submit the authenticated photocopy of your pan card and salary statement of your previous employer for the last salary drawn by you.
15. This "Appointment Letter" has been issued on the proviso that there are no pending criminal cases and issues of termination in previous employment. The "Appointment Letter" will stand withdrawn in case any such record comes to light later.


Juhi Baruah
Director, Human Resources







ASSAM DON BOSCO UNIVERSITY

Tapesia Gardens, Sonapur – 782402 | Azara, Guwahati – 781017, ASSAM

JOINING REPORT

This is to certify that I have assumed the responsibilities assigned to me in Assam Don Bosco University as per the particulars furnished below:

1. Name in full (in capitals) : MS. KIRTIKA UZIR
2. Designation : Course Coordinator, MBA
3. Department : Management (CDOE)
4. Appointment Letter Ref. No. : F19/ZG/24-023, dated: 1st October, 2024
5. Time and Date : forenoon/afternoon : Forenoon, 01-10-2024

(Signature)

Copy to :

1. Dr. / Shri / Smt. :
2. Accounts Officer
3. Administrative Officer
4. Personal File

(Counter signed)

Registrar/Director of School/Administrative Officer

Registrar
Assam Don Bosco University
Tapesia Gardens, Sonapur
Assam-782402, INDIA.