



ASSAM DON BOSCO UNIVERSITY

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

Ref. No. F19/ZG/25-001, dated: 28th January, 2025

APPOINTMENT LETTER

The Vice Chancellor of Assam Don Bosco University is pleased to appoint Mr. Shahnawaz Hussain, (PGDBM) as Deputy Registrar on a full time and dedicated basis for the Centre for Distance and Online Education (CDOE) at Assam Don Bosco University, Guwahati, Assam with effect from 28th January, 2025.

This Appointment is further to Appointment Letter ADBU/HR/C-A/APPT/28-01/28-01, dated: 28th January, 2025

Dr. (Fr.) Zacharias George
Registrar

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

Received



ASSAM DON BOSCO UNIVERSITY

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

Ref. No. ADBU/HR/C-A/APPT/28-01/28-01, dated: 28th January, 2025

APPOINTMENT LETTER

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

Name	: Mr. Shahnowaz Hussain
Designation	: Assistant Registrar (Examination)
Department	: Administration
Unit	: Examination
With effect from	: 28-01-2025

The consolidated salary of Mr. Shahnowaz Hussain is Rs. 73,000.00 (Rupees Seventy Three Thousand Only). Salary will be paid for dates of attendance at duty only in the months of January, February and March 2025. The regular monthly payroll will commence from regular reporting at duty with effect from 8th April 2025. 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 one year 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. Vacation period cannot form part of the notice period. No salary will be paid for leave taken during the notice period.
9. Any salary revision will be subject to performance, dedication to duty and professionalism 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.
10. 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.
11. 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


29/1/25





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) : MR. SHAHNOWAZ HUSSAIN
2. Designation : Deputy Registrar
3. Department : Admission and Administration
4. Appointment Letter Ref. No. : F19/ZG/25-001, dated: 28th January, 2025
5. Time and Date : forenoon/afternoon : Forenoon, 28-01-2025

(Signature)

Copy to :

1. Dr. / Shri / Smt. : Shahnowaz Hussain
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



Enrollment No. *MMR. 1019*

ISHAN INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Recognised by AICTE, Ministry of HRD, Govt. of India)

Post Graduate Diploma in Business Management

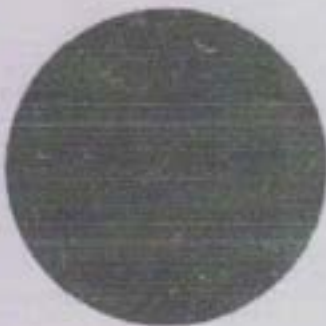
2006 - 08 Batch

This is to certify that *Mr. Shahnowaz Hussain*
S/o Shri. *Tajammul Hussain* has Successfully

Completed the course of Post Graduate Diploma in Business Management
with specialisation in *Marketing* in *Second* Division.

Additional Optional Minor specialisation *Nil*

The Institute confers this Diploma at the Convocation held on *7th Dec'2008*



Dated *7 DEC 2008*

Registrar

[Signature]
Executive Director