



ASSAM DON BOSCO UNIVERSITY

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

Ref. No. F023A/JJ/23-0118 dated 01 August 2023

Appointment Letter

The Vice Chancellor of Assam Don Bosco University is pleased to appoint Ms. Josna Narzary (10th Standard Pass) as Multitasking Staff 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 1st August 2023.

This Appointment is further to Appointment Letter DB/ADMN/16-07/01-01 dated 1st July, 2016.

Fr. (Dr.) Johnny Jose
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. DB/ADMN/16-07/01-01, dated: 1st July, 2016

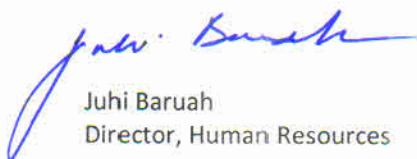
APPOINTMENT LETTER

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

Name : Ms. Josna Narzary
Designation : Multi-Tasking Staff
Department : Administration
With effect from : 01-07-2016

The consolidated salary of Ms. Josna Narzary is Rs. 14,951.00 (Rupees Fourteen Thousand Nine Hundred and Fifty One 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 report for duty as required by the University.
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 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. The University will provide the Employee bachelor accommodation as per designation on campus during the period of employment.
7. There will be a professional tax liability as applicable.


Juhi Baruah
Director, Human Resources





ASSAM DON BOSCO UNIVERSITY

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. JOSNA NARZARY
- 2.
3. Designation: Multitasking Staff
4. Department: Admission and Administration
5. Appointment Letter Ref. No. : F023A/JJ/23-0118 dated 01 August 2023
6. Time and Date : forenoon/afternoon: 9.00 a.m., 01-08-2023

Josna

(Signature)

Copy to:

1. Accounts Officer
2. Administrative Officer
3. Personnel File

(Countersigned)

Registrar

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