



Ref. No.: CUJ/R.C./37/2023/4.2.9

Date: 24<sup>th</sup> July, 2023

To,  
Dr. Asis Kumar Senapati  
Department of Economics  
Ravenshaw University  
Cuttack  
Odisha - 753003

**Subject: Offer of Appointment for the Post of Associate Professor in the Department of Economics and Development Studies- reg.**

With reference to your application for the above mentioned post against University Advt. No. CUJ/Advt./2022-23/05 dated 13<sup>th</sup> December, 2022 and interview held on 13<sup>th</sup> July, 2023 and the approval accorded by the Executive Council in its 44<sup>th</sup> meeting held on 20<sup>th</sup> July, 2023, the Vice Chancellor is pleased to extend the offer of appointment to you for the post of **Associate Professor [under UR Category]** in Department of **Economics and Development Studies** in the **Academic Pay Level 13A** besides the usual allowances as per University rules with effect from the day you join your duties in pursuance of this offer on the following terms and conditions:

**Terms and Conditions:**

1. The appointment is on probation for a period of one year in the first instance from the date of joining which may be extended for another period of one year. The appointment may be terminated during the period of probation by giving one month notice without assigning any reason by the either side. The University, however, reserves the right to terminate your services forthwith or before the expiry of the stipulated period of notice by making payment of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof.  
**The confirmation in the service is subject to the satisfactory performance on research, teaching and student feedback which shall be condition precedent for the confirmation.**
2. The pay fixation will be made as per the GoI/UGC Rules and based on the recommendation/s of the Selection Committee (wherever applicable).
3. If you are already in employment, you will be allowed to join on production of relieving order from your present employer.
4. Your services will be governed by Act, Statutes, Ordinances, Rules and Regulations, of the University which are in force at present and as may be amended/modified from time to time.
5. The services will also be governed by CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 of the Government of India as amended from time to time.
6. You have to perform such duties as may be assigned to you by the Head of the Department and Competent Authority from time to time.
7. You may be posted/engaged on additional duties at any School/ Department / Section of the University at any of its campuses with approval of the Competent Authority.

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8. The following certificates/documents in original and also one set of attested copies thereof shall have to be produced at the time of joining, for verification:
  - a. Degrees/Diplomas/Certificates of educational and other technical qualifications, as per eligibility condition of the post.
  - b. Certificate/Documents in support of the teaching/research experience, publications and other academic activities listed in the application.
  - c. Date of Birth Certificate (10<sup>th</sup> Certificate).
  - d. Medical fitness certificate from a Government Hospital by Civil surgeon/CMO.
  - e. Caste Certificate (if applicable) issued by the Competent Authority. In case of OBC (NCL)/EWS, it should have been issued during the current financial year.
  - f. Discharge/relieving certificate from the present employer.
  - g. Last Pay Certificate (if applicable- clearly indicating Designation, Basic Pay, Grade Pay and Date of next increment, Pension drawn, if any).
  - h. Vigilance Clearance Certificate issued by the present employer stating that no vigilance/disciplinary proceedings are contemplated or pending against him/her (Format attached).
  - i. Four passport size photographs.
  - j. Unique Identification Number (Aadhar No.)
  - k. Attestation form (in triplicate), Oath of Allegiance; Oath of Secrecy; Details of Family for Medical Attendance; Home Town Declaration; Character Certificate; Marriage Declaration; and Immovable Property Return (formats attached).
9. A Service Contract shall have to be executed on a non-judicial stamp paper worth at least Rs. 100/- in the prescribed format to be submitted at the time of joining (format attached).
10. The National Pension System (NPS) to the new entrants to the Central Government Service as notified by the GoI, Ministry of Finance vide Notification No. 5/7/2003-ECB&PR dated December 22, 2003 and as adopted by the University is applicable.
11. No traveling or any other allowance will be paid for joining the post.
12. The seniority will be fixed by the University as per the University rules.
13. You are entitled for Leave Travel Concession (LTC) as per University/Govt. of India Rules.
14. You are entitled for Medical facilities as per University Medical Rules as amended time to time.
15. You will not be allowed without prior permission of the Vice-Chancellor:
  - (i) to appear at any public examination;
  - (ii) to apply for employment elsewhere; and
  - (iii) to accept any remunerative or non-remunerative job anywhere.
  - (iv) to make any press statement regarding the University.
16. During your association with the University or afterwards (wherever applicable), you will not involve yourself in any act, activity or omission detrimental to the interests of the University or which may adversely affect the reputation or image of the University.

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29/07/2023

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17. The appointment is subject to verification of SC, ST, OBC (non-creamy layer) and EWS certificate (wherever applicable) and if the verification reveals that the claim is false, the services shall be terminated forthwith without assigning any further reasons and without prejudice to such further actions as may be taken under the provisions of Indian Penal Code for production of false certificate.
18. If any declaration given or information furnished by the appointee is proved to be false or he is found to have willfully suppressed any material information, he will be liable to be removed from service and also will be subject to such other action as the University may deem fit.
19. Your last five (5) years ACRs/APARs are also required to be submitted in a sealed envelope by your parent institution to the Central University of Jharkhand, if you are employed on regular basis in a Govt. organization.
20. Notwithstanding anything contained in the above terms and conditions, the decision of the Competent Authority shall be final and binding on you.
21. If the offer is acceptable on the above terms and conditions, you are required to return the duplicate of this letter duly signed as token of your acceptance of the above offer of appointment within **two weeks** from date of issue of this offer to the undersigned. The date of joining will not be later than **four weeks** from the date of issue of this offer. If the acceptance is not received within two weeks to the undersigned or you fail to report for duty within four weeks from the issue of this offer of appointment, the offer shall stand withdrawn.

*[Handwritten Signature]*  
26/07/2023  
कुलसचिव (प्रभारी)  
REGISTRAR (I/c)  
*[Handwritten Initials]*

ACCEPTANCE

I accept the offer of appointment on the above terms & conditions and will join the University on 11.08.2023 (11th August most likely)

Date:-

Place: -

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar
3. PS to Finance Officer
4. Finance & Accounts section
5. Concerned file

*Asis Kumar Senapati*  
SIGNATURE 26/07/2023

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