



# SIKKIM GLOBAL TECHNICAL UNIVERSITY

Established Under Section 2 (F) of UGC Act. 1956.  
STATE GOVT. PRIVATE UNIVERSITY

Date - 30<sup>th</sup> Nov 2023

To,

Ms. Pankhuri Govila

C-10/1, River Bank Colony,

Near City Station,

Lucknow, Uttar Pradesh 226018

## Appointment Letter

Dear Ms. Pankhuri

With reference to your application and subsequent interview you had with us, we are happy to appoint you as "Director – Collaborations & Expansions" on a CTC of Rs. 55,000/- (In Words Fifty Five Thousand Only) per month from the 30<sup>th</sup> November 2023.

The Management, however reserves the right to change your designation and/ or duties at its discretion. You will be governed by the following terms and conditions with effect from date of joining.

### I. PROBATION

You will be on **probation** for the period of **six months** from the date of joining. The date of joining of your employment is **30<sup>th</sup> November 2023**.

The probation period may be extended for such term as may be considered appropriate by the Management. During the probation period, your services can be terminated at any time without giving any notice or assigning any reason.

### II. CONFIRMATION

Performance and attitude towards work shall be important criteria for consideration while confirming your service. After successful completion of your probation, you will be conformed in writing.

### III. MEDICAL FITNESS

This appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit in the opinion of the any registered Medical Officer or Doctor.



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Namchi, Opp. to Reliance Sikkim - 737126  
Tel.: +91 3595 26 3126, (+91) 9891100043  
info@sikkimglobaltechnicaluniversity.co.in  
www.sikkimglobaltechnicaluniversity.co.in

#### IV. LEAVE

You will be entitled to leave and holidays as are permissible under the rules and regulations lay out as per University policy.

#### V. RETIREMENT

You will retire on attaining the age of 58 (fifty-eight) years or on being declared medically unfit by the University Medical Officer.

#### VI. ADDRESS FOR COMMUNICATION

In the event of any change in the address given by you, kindly intimate the change in writing immediately to the management of the University.

#### VII. TRANSFER

The Management reserves the right to transfer you at any time temporarily or permanently to any of its offices, branches, sister concerns, associate group or those under its Management and from one place to another on the terms and conditions it may deem fit.

#### VIII. TERMINATION

**The management shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:**

**VIII.1** If you are in the opinion of the management, guilty of dishonesty, misconduct or negligence in the performance of your duties.

**VIII.2** If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations.

**VIII.3** If you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or kind, out of any of the University's affairs or any of its subsidiaries or related institutions.

**VIII.4** If you will not perform your services/duties as per the profile offered to you or as per the expectations of the higher management as per your key responsibilities.

#### IX. SERVICE CONDITIONS



During the period of your services with the University, you will not carry on or engage whether directly or indirectly in any other profession, vocation or act in any capacity except that with the University.

You are required to take **No Objection Certificate** from the undersigned for pursuing higher studies.

You will not divulge any information or knowledge gained by you in the services of the University which may be proved detrimental to the Interest of the University.

Personal grooming, appearance and physical fitness are given considerable importance by the University and you will be required to maintain high standards on these aspects accordingly.

All terms and conditions laid out are as per the policies of the University and may be terminated, amended or added at the sole discretion of the management.

**"WELCOME TO THE SGTU"**  
**With Best of Luck & Wishes**

We have pleasure in welcoming you to at **Sikkim Global Technical University**, and look forward to a long and happy association.

Warm Regards

  
  
HR-ADMIN (SGTU)  
Sikkim Global Technical University

**Acceptance:**

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**Employee Signature:**