



10th July, 2023

SERVICE CERTIFICATE

1. Name : **DR. AMRITA CHOUDHARY**
2. Campus : Amity University Kolkata
3. Designation : Assistant Professor
4. Salary Drawn : Rs. 48000/-
5. Date of Joining : 20-April-2022
6. Date of Resignation : 18-June-2023
7. Date of Leaving : 30-June-2023
8. Reason of Leaving : Personal
9. Conduct : Good



Shweta Singh
Deputy Director
Human Resource Division
Amity University Kolkata



Date: June 27, 2023
Ref: SXUK|VCO|A&SS|Appt|005|2023

To,
Dr. Amrita Choudhary
43 Sir Hariram Goenka Street,
Kolkata - 700 007

Sub: Appointment letter

Dear Dr. Amrita Choudhary,

On recommendation of the Selection Committee at its meeting held on December 5, 2022, I am pleased to appoint you as Assistant Professor in Psychology under the Faculty of Arts and Social Studies at St. Xavier's University, Kolkata with effect from July 10, 2023 at the Academic Level 10 with the entry pay of Rs. 57,700/-. In addition, the Dearness Allowance admissible shall be 6% of your basic pay, the House Rent Allowance admissible shall be 12% of your basic pay subject to a maximum of Rs. 12,000/- per month, and a Medical Allowance of Rs. 500/- per month. You will be eligible for five non-compounded increments for your Ph.D. (as applicable at the entry level). Also, you will be entitled to receive other admissible allowances, as and when applicable.

You are to open a Savings Bank Account with either Canara Bank, St. Xavier's University Rajarhat Campus Branch or ICICI Bank, Karigari Bhawan Branch for the payment of your salary.

The Terms and conditions of your service will be as follows:

1. After joining, you will be governed by the service rules and regulations including conduct and administrative orders of the University in existence and as framed and/or amended from time to time.
2. Your salary/emoluments are subject to statutory deductions, as applicable.
3. The annual increment will be 3% of your Basic pay. However, it may be withheld/stopped if (i) your overall performance or conduct is not found to be satisfactory; and/or (ii) there are disciplinary proceedings against you.
4. You may apply for pay fixation, if eligible, by counting your past experience (as per UGC Guidelines – July 2018) with all relevant documents within three months from the date of your joining.
5. You will be on probation for a period of two years from the date of your joining. Based on your performance and on successful completion of your probationary period, your service will be confirmed. In such a case, a formal letter of confirmation shall be issued. However, if the written confirmation is not issued, it shall imply continuation of probation with a maximum period of one year.
6. During the period of probation, or after confirmation, your service may be terminated by giving one month's notice in writing by either side or on payment of one month's salary in lieu thereof. However, in case you initiate termination of services during the period, while a particular semester is in progress, it shall be the discretion of the management to relieve you from the services of the University during that time.



7. During the period of your employment with St. Xavier's University, Kolkata, you will not take up any other employment or assignment, honorary or for any consideration, without prior written permission of the competent authority of the University.
8. You will be entitled to 60% share of revenue from consultancy/training project carried out by you while in employment with the University.
9. This appointment is on the basis of details of qualifications, experience, degrees, certificates, diplomas and other relevant data given in your application/resume and/or provided by you to the University at the time of your interview or at the time of joining. If at any time in future, it transpires that any declarations given by you or any information furnished by you is false or it is found that you have suppressed any fact or material information, the competent authority would take such action as it deems fit at its sole discretion including termination of your services.
10. You may be required to work or you may be transferred to any other Faculty/School/Department of the University, if required.
11. The age of retirement from the service as a teacher of the University is 65 (sixty five) years.

On behalf of the University, I welcome you to St. Xavier's family with the belief that you will give your best and uphold the values of our institution.

With best wishes,

Rev. Dr. J. Felix Raj, S.J.
Vice-Chancellor

Vice-Chancellor
St. Xavier's University, Kolkata
Action Area IIIB, New Town
Kolkata-700160

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I accept this appointment letter with all its terms and conditions as indicated above.

Anita Choudhary
(Full signature)

Date: 10.07.2023

Copy forwarded for information and necessary action to:

1. The Registrar, St. Xavier's University, Kolkata
2. The Finance Officer, St. Xavier's University, Kolkata
3. The Dean, Faculty of Arts and Social Studies, St. Xavier's University, Kolkata