



## SWAMI VIVEKANANDA UNIVERSITY

EXCELLENCE \* INNOVATION \* ENTREPRENEURSHIP

[www.swamivivekanandauniversity.ac.in](http://www.swamivivekanandauniversity.ac.in)

Ref No. SVU/ADMIN/REG/HR-L/21/000070

Date: 11-07-2021

Subject: Offer Letter

To,  
Ms. Lina Sarkar  
Surja Sen Pally, Rabindra Nagar  
South Dum Dum(M)  
North 24 Parganas - 700065

Dear Madam,

This letter is with reference to your application for employment and subsequent interview to offer you the position of Assistant Professor in Psychology department of Swami Vivekananda University with following terms and conditions:

- You will be posted at University Address:
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Swami Vivekananda University,  
Bara Kanthalia, Sewli Telini Para,  
North 24 Parganas, Barrackpore,  
Kolkata, West Bengal 700121.

- Your date of joining will be : 01/09/2021
- You will draw a total monthly salary of Rs.30000/- (Rupees Thirty Thousand). The University reserves the right to restructure the salary under various heads at its sole discretion. Break up of salary will be according to standard "SVU Scale of Pay".
- Your reporting Authority will be the Vice Chancellor.
- Your association will be six days a week. Your job responsibilities will be according to your position at the Annexure: Job Roles and Responsibilities. You will also be assigned other responsibility in other areas as desired by the University Management.
- You will have to abide by the service rules and regulations of the Institute now existing and as may be framed and/or amended from time to time, leave rule according to University norms. You will devote your full time, attention and capability in the interest of the Institute. You will not take any interest or engage yourself directly or indirectly in any other business and/or do any trade on your account.
- Your appointment is subjected to being medically fit. The fitness certificate may be produced on demand
- You will be on probation for a period of 6 -months. However, your probation may be extended at the sole discretion of University Authority. Unless confirmed on writing, you will be deemed as probationer after the expiry or extended period of probation. Your performance is subjected to evaluation during the period of



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Ref. No. SVU/REG/HR/LOA/22/000070

Date: 02-03-2022

Subject: Appointment Letter

To,  
Ms. Lina Sarkar  
Surja Sen Pally, Rabindra Nagar  
South Dum Dum(M)  
North 24 Parganas - 700065

Our Hon'ble Vice Chancellor is pleased to appoint you in the post of Assistant Professor in the Department of Psychology, School of Health and Allied Health Sciences at Swami Vivekananda University with the terms and conditions mentioned at your Offer Letter (Ref. No. SVU/ADMIN/REG/HR-L/21/000070, Dated 22-07-2021). You are now placed at following Pay Band (in Rs): 15600 -39100 with AGP: 6,000/- with following break up of Salary:

Basic Pay	:	15,600/-
Academic Grade Pay (AGP)	:	6,000/-
Dearness Allowance (DA)	:	NA
House Rent Allowance (HRA)	:	3,240/-
Other Performance Allowance	:	4,860/-
Medical Allowance	:	300/-
<b>Total (Gross)</b>	:	<b>30,000/-</b>

- Your Net pay will depend on the standard deductions. You will bear your tax liabilities that will be deducted from your salary. Other benefits such as leaves are according to the service rules. Your retirement age is set at 58 years.
- Your service will be governed by University Service Rule.
- You are liable to be transferred from one department to other /School/ University / Group Institution / Office whether in existence or which may come into existence hereafter as the case may be. Consequence on such transfer the rules and regulations of the place of your transfer will be applicable to you.
- Your services may be terminated giving one months' notice in writing from either side or payment one month's salary in lieu thereof. However, in case you initiate termination during the semester is in progress, it shall be discretion of the Management to relieve you from the services of the University.
- In tendering your services, you will ensure that the interest of the University is protected at all times and you will not in any way do anything or commit any act or omission which is likely to affect the interest of the University adversely in any manner whatsoever.
- You will maintain dignity and decorum, foster team-spirit, cooperation and goodwill among faculty and staff. You will set an example to the pupil in punctuality, regularity, discipline and trustworthiness.

Yours sincerely,

Human Resource Department  
Swami Vivekananda University  
Barrackpore, West Bengal.