



**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

REF/MSRUAS/EXPL/22-23

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Bangalore-560 054

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395

Date: October 25, 2023


To Whomsoever It May Concern

This is to certify that, Dr. Gajendra Singh is working as an Asst. Professor in Department of Pharmacognosy, Faculty of Pharmacy at our University since March 10, 2023 to till date.

As per the records available at this office his Total Experience as on July 31, 2023 is 4.06 years details of which are as follows: -

Sl No.	Organization	From	To	Total Experience
1	M S Ramaiah University of Applied Sciences	10/03/2023	31/07/2023	0.04
2	Career Point University	26/08/2021	04/03/2023	1.05
	Shoolini University	12/03/2018	28/02/2019	0.11
3	Shoolini University	25/07/2016	12/07/2017	1.10
	Total Experience			4.06

For Ramaiah University of Applied Sciences


Manager - HR



Dr. G.S. Venkatesh
Registrar





Registrar
M.S.Ramaiah University of Applied Sciences
Bangalore - 560 054



Ref: HR/API/FPH/Feb/2023

Date: March 10, 2023

To,

Dr. Gajender Singh
Assistant Professor
Department of Pharmacognosy
Faculty of Pharmacy

Dear Dr. Gajender Singh,

Sub: Contract of Employment.

With reference to the discussion you had with us, and subsequent approval of the Vice Chancellor of the University, we are pleased to engage you in the University with effect from March 10, 2023 on the following terms & conditions:

1. The University hereby employs you as follows:

a) Designation	:	Assistant Professor
b) Faculty	:	Pharmacy
c) Category	:	Academic Teaching and Research
d) University Grade	:	P1
e) Scale of pay	:	You will be paid a consolidated salary of Rs.53,352/- p.m. inclusive of all allowances.
2. Your appointment shall, initially, be on probation for a period of twelve (12) months from the date of joining the University, extendable at the discretion of the University for a further period of twelve (12) months. During the period of the probation and the extended period thereof, as the case may be, the University may terminate your employment without assigning any reason.
3. **Other Entitlements:**
You shall be entitled to the following additional benefits:
 - i. Contributory Provident Fund, Gratuity and any other statutory benefits as applicable in accordance with the laws then prevailing.
 - ii. You shall also be eligible, subject to admissibility, to participate in any health, disability, group employee insurance cover and other such plans that the University may have in effect.
 - iii. Reimbursement of business travel and other out-of-pocket expenses reasonably incurred and directly related to the performance of your services pursuant to your employment. All reimbursable expenses shall be appropriately documented, detailed and supported with original receipts and shall be submitted in a format and manner consistent with the University's expense reporting policies.
 - iv. You will also be entitled for Leave and holidays as per the policy of the University currently in force and as amended from time to time.
 - v. Any other benefit as may be set out in the Employment Regulations from time to time.
 - vi. All the above benefits shall be governed by the appropriate Rules and Regulations set out by the Government of India and/or the University as appropriate and as may be revised from time to time.


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4. **Deductions:**
- The above amounts payable to you are subject to Income Tax Deduction at Source under the Income Tax Act, 1961 and other statutory deductions in accordance with the laws then prevailing.
 - The University may deduct from your pay, and from any other sums due to you, such sums that you may owe to the University, including, without limitation, any overpayment or loans and advances made to you by the University.
5. **Payment of Salary:**
- Your net salary is payable, monthly, in arrears by direct electronic funds transfer to your bank account between the 1st and 5th day of the following month. The University reserves the right to vary this procedure at its option. However, any such variance will be communicated to you in advance.
6. **Salary Revision/Promotion:**
- Salary revision and promotion are subject to satisfactory performance and achieving performance targets as set by the University.
7. You shall have responsibilities, duties and the authority commensurate with your position.
8. You will be issued a Job Description that will reflect your duties and responsibilities.
9. The University reserves the right at any time to assign duties of a different nature to you either in addition to or instead of those referred to Clause 1 above.
10. You have been appointed to a full-time position at the University and you are expected to devote your working time exclusively to the service of the University.
11. **Hours of work:**
- The hours of work during the workweek, Monday to Saturday, will be determined by the University from time to time and will be set out in the Employment Regulations.
 - The nature of your post is such that it is expected that you will respond to the operational requirements of the University in order to fulfil your duties in a professional manner. As a salaried staff member your actual working hours and working days (including working on public holidays) may vary with the University's requirements and will often be determined by the workflow, University commitments and the requirements of your superiors.
12. **Holidays & Leave:**
- The University "Holiday Year" runs from 1st January to 31st December each year.
 - The University "Leave Year" will be considered from 01st August each year to 31st July of the next year.
 - Your entitlements to leaves are governed by the policy of the University and as set out in the Employment Regulations.
13. **Transfer and Deputation:**
- Your employment is subject to transfer/deputation and can be effected entirely at the discretion of the University, employees are liable to be transferred/deputed at any time from one job/project/assignment or department or branch to another job or department or branch of the University whether existing or which may be established in future or to any other Institution or Office of the University located anywhere in the country. Refusal to accept transfer/deputation will be treated as misconduct.


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14. Medical Fitness:

Your appointment is subject to your being found medically fit by the Certified Medical Officer. In case at any time during the course of your employment with us, it is found that you are not physically/mentally fit to discharge your duties efficiently on a continuing basis, the University may require you to undergo a medical examination to be performed by the University's Doctor or any other medical practitioner appointed by the University. If, as a result of such medical examination, you are found unfit, the University may either send you on compulsory leave for such period as advised by the Doctor or discharge you from the University's services without any compensation or notice period.

15. Code of Conduct and Disciplinary Matters:

You shall conduct yourself in a befitting manner and you hereby expressly confirm that you shall abide by the University's Code of Conduct, use of Information & Communication Technology (ICT) and other resources of the University as detailed in the Statutes and Regulations of the University.

16. Retirement

You will automatically retire, without any notice, on your reaching the age of 60 years. On retirement or earlier termination of this employment in any manner, you shall hand over all papers, documents and other property belonging to the University or which have been entrusted to you or received by you in the course of your employment with the University.

17. Termination:

- i. You may terminate the contract of employment by giving the University one month's notice in writing.
- ii. The University may terminate your contract by giving one month's notice in writing to you or by paying you a sum in lieu of notice, calculated using your last drawn monthly salary and pro-rated for such part of the notice period you did not serve.
- iii. The University may terminate your services at any time during your tenure with University (during probation or post probation) without any notice if you are found guilty of any misconduct or you are not able to meet the desired requirement of the University.
- iv. In the event you seek to terminate your employment, the University shall have the right to terminate your employment with immediate effect and without making any payment.
- v. The University will not adjust unused earned leave or any other kind of leave against Notice period.
- vi. The University does not permit availing of leaves during Notice Period. However, if leaves are availed with due approval in view of extra ordinary circumstances, then the Notice Period will be extended by the number of days' leave availed during the Notice Period.

18. Abandonment of Job

If you are absent for a continuing period of 8 consecutive working days without prior permission or sanction of leave or intimation and or overstaying beyond the leave originally granted or subsequently applied for but not granted, it will be presumed that you are no longer interested in continuing the employment with the University, thus, amounting to end of the contract of employment on account of your own act and the employment contract will automatically cease.


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19. Discharge/Dismissal.

- a) The University may terminate your services forthwith without notice or any payment or salary in lieu of notice, in case:
- You are guilty of any misconduct or neglect in the discharge of your duties;
 - You commit a serious or persistent breach or for the non-observance of any conditions of your employment;
 - You are convicted of an indictable offence;
 - You knowingly or repeatedly act in excess of your powers or in contravention of the instructions of your Supervisor or University management;
 - You knowingly or repeatedly fail to perform your duties as set out herein;
 - You act with gross or repeated incompetence or negligence to the material detriment of the University and its affairs;
 - You grossly or repeatedly contravene any of the provisions of the Non-disclosure, Non Solicitation, Confidentiality, and Non-Compete Agreement in terms of Clause 21 hereof;
 - You provide any information that proves to be incorrect or you suppress any material information while seeking or continuing your employment.
 - On your being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.
- b) Upon termination of this contract, you will be obliged to immediately return to an authorized representative of the University all property belonging to the University and then in your possession, custody or control, including without limitation any materials, keys, phones, laptop, memoranda, correspondence, notes, records, sketches, plans, letterheads, visiting cards, copies or reproductions of other documents and information copied in any form whatsoever. If so requested you agree to provide the University a signed statement confirming that you have fully complied with this Clause.
- c) In the event of termination pursuant to Clause 19 the University shall not be obliged to make any payment to you save for the amount of salary and other benefits accrued up to the date of such termination. The University shall be entitled to deduct from such payment any sums owing to the University which deduction you hereby expressly authorize and consent.

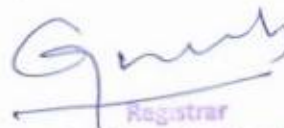
20. Miscellaneous:

a) Rules & Regulations:

Your employment with the University will be governed by the Rules & Regulations, Policies and Procedures of the University including the Disciplinary Statutes of the University currently in force, amended or modified by the University from time to time and also by the provisions of M. S. Ramaiah University of Applied Sciences Act, 2012.

b) Governing Law and Jurisdiction:

This Contract of Employment is governed by and shall be construed in accordance with the laws of India. The parties to this contract submit to the exclusive jurisdiction of the Courts of Bangalore, India.



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21. Non-disclosure, Non-solicitation, Confidentiality, and Non-Compete

You will be required to execute an exclusive agreement pertaining to Non-Disclosure, Non Solicitation, Confidentiality, and Non-Compete with the University.

22. Mode of Communication

All communications will be sent to you by post or through courier or e-mail ID, to the particulars furnished by you at the time of your employment and available in our records. It will be your duty to intimate, in writing, to the University whenever there is any change in your address or e-mail ID from time to time. Otherwise, all communications sent to you shall be deemed sufficient service on you. The University may also arrange for pasting of a copy of the letter on the University's Notice Board which shall be considered to be sufficient service of notice on you.

We, once again, welcome you to join the team at *Ramaiah University of Applied Sciences* and look forward to a long and mutually rewarding association.

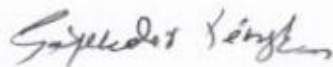
For Ramaiah University of Applied Sciences



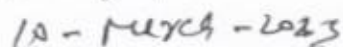
Dr. G.S. Venkatesh
Registrar

ACCEPTANCE

I have read, understood and accept the terms and conditions of employment as set out above or incorporated in the University's written policies from time to time in force:

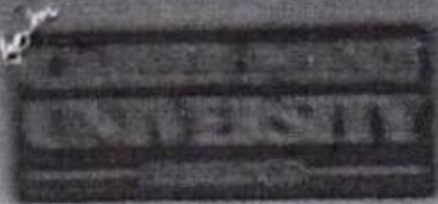
Signature: 

Name: 

Date: 



Registrar
M.S. Ramaiah University of Applied Science,
Bangalore - 560 054



EXPERIENCE CERTIFICATE

No. CPUH/Est/TF/2023-3724

Dated: 04.03.2023

It is certified that Dr Gajender Singh S/O Shri Rajendra Singh resident of Beside Narayan Bagh, Near Sapna Garden, District Jhansi, Uttar Pradesh has worked in this University as Assistant Professor, Pharmacy from 26.08.2021 to 04.03.2023 in the pay scale of Rs 15600-39100 ACIP 6000. He is taught UG & PG classes and guided Ph.D. students. There is no departmental enquiry pending against him.

During his stay with us his work and conduct has been found to be very good.

We wish him all the success in his professional career.


Registrar
Registrar

Career Point, Hamirpur
Hamirpur



10/03/23

Self attested




Ref. No. SUBMS/ADM/1414...

Date- 11.02.2023

EXPERIENCE CERTIFICATE

It is certified that Dr. Gajender Singh S/O Sh. Rajinder Singh worked on the Himachal Pradesh State Biodiversity Board Project (HPSBB project) as a Senior Research Fellow from 12-March-2018 to 28-Feb-2019 at School of Pharmaceutical Sciences, Shoolini University. He has been sincere and hardworking and bears a good moral character as per my knowledge and belief. I wish him great success in his future endeavors.


Dean
School of Pharmaceutical Sciences
Shoolini University Solan (H.P.)-173212
Dean
School of Pharmaceutical Sciences
Shoolini University
Solan.
10/02/23
Self attested.

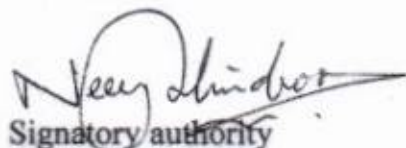
Date: 05.12.2017
Ref.No.SUBMS/ADM/.7.3.3

TO WHOM IT MAY CONCERN

This is to certify that Mr. Gajender Singh worked as a Project Assistant in ICMR project entitled with "Quality Standards of Indian Medicinal Plants and Preparation of Monographs Thereon," from July 25, 2016 to July 12, 2017.

He worked on pharmacognostic and phytochemical characterization and standardization of medicinal plants from Himalayan region. He used HPTLC and GC for standardization and quantification of plant extracts. He bears good moral character and is a well-behaved young gentleman. I wish him well for his future endeavours.

Yours sincerely




Signatory authority

(DR. NEERAJ MAHINDOO)

PI, ICMR Project.

Dean
School of Pharmaceutical Sciences
Shoolini University Solan (H.P.)-173212


20/12/20

Self-attested:

