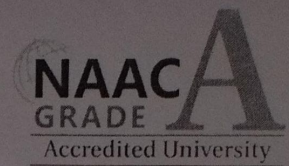




OPJU



OPJU/HRD/Appointment/2025/11

10th June 2025

Mr. Ashis Kumar Sa

Dear Mr. Sa,

We are pleased to inform you that based on our discussion, we appoint you as **"Assistant Professor in the School of Management"** and hereinafter referred to as the employee and will be posted at Punjipathra Location on following terms and conditions:

1. APPOINTMENT OF EMPLOYEE

The Employer hereby appoints the Employee as **"Assistant Professor in the School of Management"**.

2. PERIOD OF EMPLOYEMENT

- 2.1 The employment of the Employee shall be deemed to have commenced on **10th June 2025** ("commencement date") and shall continue until the age of superannuation, as prescribed under the applicable superannuation policy of the University, subject to satisfactory performance.
- 2.2 You will be on probation for the period of one year. During the probation period, your performance & suitability for the job will be evaluated and your status in the University will be reviewed based on the feedback and evaluation done by your concerned HOD.
- 2.3 Separation could be done by either party giving two months' notice to the other in writing or salary in lieu of notice. Either party need not assign any reason for such termination.
- 2.4 Notwithstanding the above, relieving order can be issued only after complete handover of the assignment & charges to the next person of the department as well as satisfactory comment from the concerned HOD.
- 2.5 In case notice pay (salary in lieu of notice) is payable by either party, the notice pay shall mean the basic salary only and shall not include the perquisites.
- 2.6 In case, if any notice pay has been reimbursed to you (to defray deduction of notice pay by your previous employer at the time of Joining, owing to shortfall in notice period caused due to urgency in joining the University), you will be required to refund the entire amount so reimbursed to you, in case you resign from the services of the University within two years of your joining.
- 2.7 However, in case of breach of the disciplinary rules of the university or misconduct, your services may be terminable with immediate effect. In such event, it would not be necessary for the University to give you any notice whatsoever
- 2.8 Notwithstanding clause 2.1 above, if the Employee:
 - 2.8.1 shall unreasonably neglect or fail or refuse to carry out the duties assigned to him hereunder or as or may be assigned to him from time to time by the Employer or any office acting on behalf of the Employer; or
 - 2.8.2 is guilty of any act or omission which would, at common law, entitle the Employer to summarily dismiss the Employee without notice or pay in lieu of notice.
 - 2.8.3 absence for more than 8 days from the office, without approved/ sanctioned leaves from the department / reporting authority;
 - 2.8.4 shall be guilty of any misconduct or willful negligence or any act or conduct calculate to, or which shall in fact, cause damage or bring discredit to the University or name of the Employee.

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O. P. Jindal University

O. P. Jindal Industrial Park, Punjipathra, Raigarh - 496109 (C.G.)

+91 7767 254000 | www.opju.ac.in

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