



UNIVERSITY
GWALIOR • MP • INDIA

" CELEBRATING DREAMS "

ITM University Centre for Distance and Online Education

Human Resource Information

S. No.	NAME OF FACULTY	DESIGNATION
1.	Mr. Basant Talreja	Deputy Registrar
2.	Mr. Pawan Shukla	Assistant Registrar
3.	Mr. Shailendra Shrivastava	Section Officer
4.	Mr. Ashish Sharma	Assistant
5.	Mr. Ravindra Rajak	Assistant
6.	Mr. Aman Kumar Shakya	Computer Operator
7.	Mr. Prashant Kumar	Computer Operator
8.	Mr. Nitesh Kumar Shakya	Multi-Tasking Staff

DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior



No: ITM (U) /2016/ 221

March 16, 2016

ORDER

Mr. Basant Talreja, Assistant Registrar (Admin.) has been promoted as Dy. Registrar w.e.f. March 01, 2016.


Registrar

CC to:

1. Hon'ble Chancellor ,
 2. Hon'ble Vice President ,
 3. Hon'ble Managing Director,
 4. Hon'ble Vice- Chancellor,
 5. Director -HR
 6. CFAO
 7. Mr. Basant Talreja 
 8. Personal File
- } by email


DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior

ITM U/Appointments/12-13

July 02, 2012

Mr. Basant Talreja S/O Shri L.C. Talreja
H.No.-3, Bank Colony, Nai Sadak, Lashkar, Gwalior

Dear Sir,

We are pleased to offer you an appointment as **Assistant Registrar Administration** in **ITM University, Gwalior MP**, in the pay band of **Rs. 9300-34800** and other allowances as applicable to the employees of the University from time to time, on the following terms and conditions:

1. You will submit original certificates / testimonials at the time of Joining in support of your candidature as mentioned in your application, for verification.
2. You will be on probation for a period of **one year** which may be extended or curtailed at the discretion of the competent authority. You will continue to be on probation till an order of confirmation has been issued in writing.
3. Your services in the University will be governed by the University's rules and regulations as amended from time to time. You will be required to perform all duties assigned to you by the University. You will always be alive to your role & responsibilities attached to your profile and conduct yourself accordingly. You must effectively perform to ensure results.
4. Termination of employment will be as under :
 - (i) During the probationary period and any extension thereof, your service may be terminated without assigning any reason by the competent authority.
 - (ii) The service can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the University and/or FIR lodged with serious criminal charges.
 - (iii) Termination by either side by giving one month's notice or salary in lieu thereof.
5. This appointment is further subject to the following conditions:-
 - (i) That your appointment is recommended by a duly constituted selection committee.
 - (ii) That your character, references and/or any other information provided by you, are in order.
 - (iii) That you are found medically fit by the competent physician/MBBS doctor of the University.
 - (iv) That you agree to be governed by code of ethics and other rules and regulations of the University.
6. You are required to join on **July 02, 2012** failing which appointment order will be deemed to have been automatically withdrawn and cancelled.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning duplicate copy this letter for our records.

Wishing you an enriching tenure with us.

Yours Sincerely,

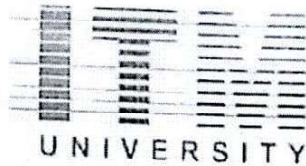
Registrar

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

DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior

(Signature and Date)

2/07/2012



422
41

The
Registrar
ITM University, Gwalior (M.P.)

Date: 2/07/2012

Joining Report

Sir,

Under the conditions and terms communicated to me in the offer Letter No. ITM U/ Appointments/12-13
Dated 02/07/2012 I join duty on date 02/07/2012 (F/N,A/N), as
Assistant Registrar - Adm. in ITM University Please allow me to join.

Yours truly,

Signature [Signature]

Name Rasant Talreja

Date of joining 02/07/2012

[Signature]

Remarks and Signature of the Registrar

[Signature]
DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior

Directorate of Human Resources, Block Opp Sitholi Railway Station,

NH-75, Jhansi Road Gwalior M.P.

(Please visit us on: www.itmuniversity.ac.in)

(Tele: 0751-2438539, Fax: 2440058, e-mail - directorhr@itmuniversity.ac.in, kgschauhan@itmuniversity.ac.in)

ITMU/Appointment/2022 /19301

October 1, 2022

Mr. Pawan Shukla S/o Shri Rajnarayan Shukla
B-452, Anand Nagar, Sagar Taal Road, Gwalior

This is in reference to your application and subsequent interview, we are pleased to appoint you as an **Assistant Registrar** at **ITM University Gwalior** in the pay band of **Rs. 15600-39100** and other allowances as applicable on the following terms and conditions:-

1. You will be paid salary as mentioned in **Appendix-A** to this letter.
2. You will submit original certificates/testimonials at the time of joining in support of your candidature as mentioned in your application, for verification.
3. You will be on probation for a period of **one year** which may be extended or curtailed at the discretion of the competent authority. You will continue to be on probation till an order of confirmation has been issued in writing.
4. You will be solely responsible for payment of taxes including the income tax. However, tax deduction at source will be effected against the payable remuneration at applicable rates as per the prevailing laws, rules and regulations.
5. You will be required to perform all the duties assigned to you by the University. You will always be active to your role & responsibilities as per the KRAs of your position and conduct yourself accordingly. You must effectively perform to ensure results.
6. It will be incumbent upon you to obtain the NOC before applying for a position in any other organization.
7. That, you will not participate in any political activities during service.
8. Termination of employment will be as under :
 - (a) The services can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the University and/or registration of any criminal offences and any misconduct that comes under zero tolerance category of the university.
 - (b) The services can also be terminated on the account of willful omission or negligence, disorderly conduct or on moral turpitude and in that case you shall not be entitled to claim any statutory allowances/benefits rather the university shall be well within its right to withhold and forfeit all statutory allowances/benefits, if any payable to you.
 - (c) Terminations by either side by giving appropriate notice as per HR policy clause 4.5.1 (a) (b) (c) or salary in lieu thereof, except in ibid clause 8(a) & (b). However, the management reserves the right to condone the notice period served by you, and relieve immediately by accepting the resignation.
 - ❖ Upon termination of employment, you will immediately hand over to the Department/School all correspondence, teaching material, specifications, documents, market data, financial data, drawings, property, affects or records belonging to the University or relating to it, which may be in your possession, and you will not retain or make copies/records of these documents.
 - (d) You solemnly undertake not to leave the service of the University before completion of the concerned academic session. You shall exercise the clause of resignation either on completion of the academic year or completion of the academic work of the session whichever is later.
9. This appointment is further subject to the following conditions:-
 - (a) That your appointment is subject to fulfillment of conditions outlined in statutes, eligibility guidelines and recommendation by a duly constituted selection committee.
 - (b) That your character, references and/or any other information provided by you, are in order.
 - (c) That you are found medically fit by the competent physician/MBBS doctor.
 - (d) That you agree to be governed by code of ethics and other rules and regulations of the University.
10. You are required to join latest by **October 1, 2022** failing which this appointment order will be deemed to have been automatically withdrawn and cancelled.

Please confirm your acceptance of the appointment on the above terms and condition by signing and returning this letter (in duplicate) for records.

Wishing you an enriching tenure with us.


REGISTRAR


DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior


Signature of Candidate
21/10/22

To,
The Registrar
ITM University, Gwalior

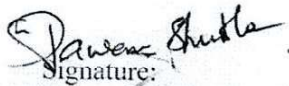
Date: 01/10/22

Joining Report

Sir/Madam,

Under the conditions and terms communicated to me in the offer letter No. _____ dated 16/05/22, join duty on date 01/10/2022 (F/N, A/N) as _____ in _____ (please allow me to join).

Yours truly,



Signature:

Name: PAWAN SHUKLA

DOJ: 01/10/2022

Remarks and Signature of the HOD



DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior



UNIVERSITY
GWALIOR - MP - INDIA

"CELEBRATING DREAMS"

ITMU/PF/00/18-19/18299

March 01, 2019

Mr. Shailendra Shrivastava

We are pleased to offer you an appointment as an **Office Superintendent** in ITM University Gwalior in the pay band of **Rs. 9300-34800** and other allowances as applicable on the following terms and conditions:-

1. The present detailed compensation package is mentioned in **Appendix** to this letter.
2. You will submit original certificates/testimonials at the time of joining in support of your candidature as mentioned in your application, for verification.
3. You will be on probation for a period of **one year** which may be extended or curtailed at the discretion of the competent authority. You will continue to be on probation till an order of confirmation has been issued in writing.
4. Your services will be governed by the University's rules and regulations as amended from time to time. You will be required to perform all duties assigned to you by the University. You will always be alive to your role & responsibilities attached to your profile and conduct yourself accordingly. You must effectively perform to ensure results.
5. It will be incumbent upon you to obtain the NOC before applying for a position in any other organization.
6. Termination of employment will be as under:
 - (a) During the probationary period and any extension thereof, your service may be terminated without assigning any reason and notice period, by the competent authority of the University.
 - (b) The services can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the University and/or registration of any criminal offences.
 - (c) If found undertaking tuitions/coaching classes privately, you will be summarily dismissed from the service.
 - (d) Termination by either side by giving one month's notice or salary in lieu thereof, except in ibid clause 6a, b & c. However, the management reserves the right to condone the notice period served by you, and relieve immediately by accepting the resignation.
 - (i) Upon termination of employment, you will immediately hand over to the Department/School all correspondence, teaching material, specifications, books, documents, market data, financial data, drawings, property, affects or records belonging to the University or relating to it, which may be in your possession, and you will not retain or make copies/records of these documents.
 - (ii) You will complete all the projects and syllabus/academics assigned to you in the semester/session.
7. This appointment is further subject to the following conditions:-
 - (a) That your appointment is subject to fulfillment of conditions outlined in statutes, eligibility guidelines and recommendation by a duly constituted selection committee.
 - (b) That your character, references and/or any other information provided by you, are in order.
 - (c) That you are found medically fit by the competent physician/MBBS doctor of the University.
 - (d) That you agree to be governed by code of ethics and other rules and regulations of the University.
8. You are required to join on **March 01, 2019**, failing which this appointment order will be deemed to have been automatically withdrawn and cancelled.

Please confirm your acceptance of the appointment on the above terms and condition by signing and returning duplicate of this letter for records.

Wishing you an enriching tenure with us.



DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior

Signature

To,
The Registrar
ITM University, Gwalior

Date: 07/03/2019

Joining Report

Sir/Madam,

Under the conditions and terms communicated to me in the offer letter No. 18299 dated 01/03/19, join duty on date 01/03/19 (F/N, A/N) as _____ in _____ (please allow me to join).

Yours truly,

Shailendra S.

Signature:

Name: Shailendra Shrivastava

DOJ: 01/03/2019

Remarks and Signature of the HOD

Dr. Anshu

DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior



"CELEBRATING DREAMS"

ITMU/PF/2020/1835

Date: 17.03.2020

Mr. Ashish Sharma
S/o Salish Sharma

Janakpuri Colony Behind, Raja Gas Godam Lashkar, Gwalior

This is with reference your application and subsequent interview on February 22, 2020 we are pleased to appoint you as Office Assistant/Computer Operator in ITM University Gwalior on the following terms and conditions:-

1. You will be paid consolidated salary Rs. 10300/- per month from the date of joining being the CTO (cost to organisation) basis as being negotiated and agreed by you without any other allowances including gratuity etc.
2. Your services will be on contract basis (purely temporary basis) for a period of 11 months which may be extended but not more than 3 years or curtailed at the discretion of the competent authority.
3. The EPF, ESI, Professional tax and other deduction as per rules is there will be deducted from the above salary per month.
4. The payment of taxes including the income tax will be the sole responsibility of your. However, Tax deduction at source will be effected against the payable remuneration at applicable rates as per the prevailing laws, rules and regulations.
5. You will submit original certificates/testimonials at the time of joining in support of your candidature as mentioned in your application, for verification.
6. You will be required to perform all duties assigned to you by the University. You will always be active to your role & responsibilities attached to your position and conduct yourself accordingly. You must effectively perform to ensure results.
7. It will be incumbent upon you to obtain the NOC before applying for a position in any other organization.
8. That, you will not participate in any political activities during service.
9. Termination of employment will be as under:
 - (a) During the contract period and any extension thereof, your service may be terminated without assigning any reason and notice period, by the competent authority of the University.
 - (b) The services can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the University and/or registration of any criminal offences and any misconduct comes under zero tolerance category of university.
 - (c) The service can also be terminated on the account of willful omission or negligence, disorderly conduct or on moral turpitude and in that case you shall not be entitled to claim any gratuity or any statutory allowances/benefits rather the university shall be well within its right to withhold and forfeit the gratuity and other statutory allowances/benefits, if any, payable to you.
 - (d) Termination by either side by giving one month notice or salary in lieu thereof, except in ibid clause 9(a), (b) & (c). However, the management reserves the right to condone the notice period served by you, and relieve immediately by accepting the resignation.
 - (i) Upon termination of employment, you will immediately hand over to the Department all correspondence, specifications, documents, market data, financial data, drawings, property, affects or records etc belonging to the university or relating to it, which may be in your possession, and you will not retain or make copies/records of these documents.
 - (e) You solemnly undertake not be leave the services of the University before completion of the concerned academic session. You shall exercise the clause of resignation either on completion of the academic year or completion of the academic work of the session whichever is later. However resignation will not be accepted in mid of semester under any circumstances.
10. This appointment is further subject to the following conditions:-
 - (a) That your appointment is subject to fulfillment of conditions outlined in statutes, eligibility guidelines and recommendation by a duly constituted selection committee.
 - (b) That your character, references and/or any other information provided by you, are in order.
 - (c) That you are found medically fit by the competent physician/MBBS doctor of the University.
 - (d) That you agree to be governed by code of ethics and other rules and regulations of the University.
11. You are required to join latest by March 19, 2020 failing which this appointment order will be deemed to have been automatically cancelled and withdrawn.

Please confirm your acceptance of the appointment on the above terms and condition by signing and returning this letter (in duplicate) for university records.

Wishing you an enriching tenure with us,

REGISTRAR

DIRECTOR

Signature of Candidate

Centre for Distance and

Online Education

ITM University Gwalior Campus, AH-43, Gwalior, (M.P.) - 474 001 INDIA
mail: info@itmuni.ac.in

DRO/485

28/5/2020

The
Registrar
ITM University, Gwalior (M.P.)

Date: _____

Joining Report

Sir,

Under the conditions and terms communicated to me in the offer Letter No. _____

Dated _____ I join duty on date 19/03/2020 (F/N, A/N), as

office Asst/Comp. Operator Dy. Registrar Please allow me to join.
office

Yours truly,

Signature Ashish

Name ASHISH SHARMA

Date of joining 19.03.2020

Remarks and Signature of the HOD

Mr. Ashish has joined his duties from 19th March 2020
he has been replaced by Mr. Ravi Shrivastava.

Remarks and Signature of the Registrar

ITM University Campus, NH-75, Jhansi Road, Gwalior (M.P.) - 474001 INDIA

Phone (0751) 6065661,

Email-directorhr@itmuniiversity.ac.in, Web: itmuniiversity.ac.in

Ashish

DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior

ITM U/Appointments/18-19/18044

July 30, 2018

Mr. Ravindra Kumar Rajak S/O Shri Ramjeet Rajak
9 Nawab Colony Behind Harishankar Puam Gwalior-474001

Dear Sir,

We are pleased to offer you an appointment as **Computer Operator** in **ITM University Gwalior MP**, in the pay band of **Rs. 5200-20200** and other allowances as applicable to the employees of the University from time to time, on the following terms and conditions:

1. You will submit original certificates / testimonials at the time of joining, in support of your candidature as mentioned in your application, for verification.
2. Your probation period of employment will automatically lapse on completion of **one year** unless it is extended by an order, in writing.
3. Termination of employment will be by giving one month's notice or salary in lieu thereof by either sides.
4. Your services in the University will be governed by the University's rules and regulations as amended from time to time. You will be required to perform all duties assigned to you by the University. You will always be alive to your role & responsibilities attached to your profile and conduct yourself accordingly. You must effectively perform to ensure results.
5. This appointment is further subject to the following conditions:-
 - I. That your character, references and/or any other information provided by you, are in order.
 - II. That you are found medically fit by the competent physician/MBBS doctor of the University.
 - III. That you agree to be governed by code of ethics and other rules and regulations of the University.
 - IV. That you do not undertake any part time/ consultancy or any other job without the consent of the university.
6. You are required to join latest by **July 30, 2018**, failing which appointment order will be deemed to have been automatically withdrawn and cancelled.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning duplicate copy this letter for our records.

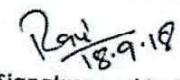
Wishing you an enriching tenure with us.

Yours Sincerely,


Registrar

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


Director


(Signature and Date)

DIRECTOR
Centre for Distance and
Online Education (CDOE)

The
Registrar
ITM University, Gwalior (M.P.)

Date: 30-07-2018

Joining Report

Sir,

Under the conditions and terms communicated to me in the offer Letter No. _____

Dated _____ I join duty on date 30-07-2018 (F/N, A/N), as

Senior office Assistant in Dr. Registrar Please allow me to join.

Yours truly,

Signature Pravindra Kumar Rishik

Name Pravindra Kumar Rishik

Date of joining 30-07-2018

Remarks and Signature of the HOD

May be appointed as Office Asst. for scholarship work

Remarks and Signature of the Dean

Pravindra
30/7/18

Remarks and Signature of the Registrar

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ITM University Campus, AH-73, Turani Campus, Jhansi Road, Gwalior (M.P.) – 474001 INDIA

Phone (0751) 6051133, 2438539

Email: hroffice@itmuniversity.ac.in, Web: itmuniversity.ac.in

Pravindra

DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior

ITMU/PF/2025/221-B

April 18, 2025

Mr. Aman Kumar Shakya S/o Dileep Kumar Shakya
Gwalior, M.P.

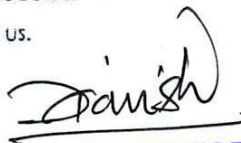
This is with reference your application and subsequent interview we are pleased to appoint you as **Computer Operator/Office Assistant** in **ITM University Gwalior** on the following terms and conditions:-

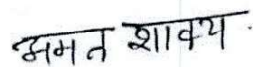
1. You will be paid consolidated salary **Rs. 15,000/-** per month from the date of joining being the CTC (cost to organization) basis as being negotiated and agreed by you without any other allowances including gratuity etc.
2. Your services will be on contract basis (purely temporary basis) for a period of **11 months** which may be extended but not more than 3 years or curtailed at the discretion of the competent authority.
3. The EPF, ESI, Professional tax and other deduction as per rules is there will be deducted from the above salary per month.
4. The payment of taxes including the income tax will be the sole responsibility of your. However, Tax deduction at source will be effected against the payable remuneration at applicable rates as per the prevailing laws, rules and regulations.
5. You will submit original certificates/testimonials at the time of joining in support of your candidature as mentioned in your application, for verification.
6. You will be required to perform all duties assigned to you by the University. You will always be active to your role & responsibilities attached to your position and conduct yourself accordingly. You must effectively perform to ensure results.
7. It will be incumbent upon you to obtain the NOC before applying for a position in any other organization.
8. That, you will not participate in any political activities during service.
9. Termination of employment will be as under :
 - (a) During the contract period and any extension thereof, your service may be terminated without assigning any reason and notice period, by the competent authority of the University.
 - (b) The services can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the University and/or registration of any criminal offences and any misconduct comes under zero tolerance category of university.
 - (c) The service can also be terminated on the account of willful omission or negligence, disorderly conduct or on moral turpitude and in that case you shall not be entitled to claim any gratuity or any statutory allowances/benefits rather the university shall be well within its right to withhold and forfeit the gratuity and other statutory allowances/benefits, if any, payable to you.
 - (d) Termination by either side by giving one month notice or salary in lieu thereof, except in ibid clause 9(a), (b) & (c). However, the management reserves the right to condone the notice period served by you, and relieve immediately by accepting the resignation.
 - (e) Upon termination of employment, you will immediately hand over to the Department all correspondence, specifications, documents, market data, financial data, drawings, property, affects or records etc belonging to the university or relating to it, which may be in your possession, and you will not retain or make copies/records of these documents.
 - (f) You solemnly undertake not be leave the services of the University before completion of the concerned academic session. You shall exercise the clause of resignation either on completion of the academic year or completion of the academic work of the session whichever is later. However resignation will not be accepted in mid of semester under any circumstances.
10. This appointment is further subject to the following conditions:-
 - (a) That your appointment is subject to fulfillment of conditions outlined in statues, eligibility guidelines and recommendation by a duly constituted selection committee.
 - (b) That your character, references and/or any other information provided by you, are in order.
 - (c) That you are found medically fit by the competent physician/MBBS doctor of the University.
 - (d) That you agree to be governed by code of ethics and other rules and regulations of the University.
11. You are required to join latest by **April 18, 2025** failing which this appointment order will be deemed to have been automatically cancelled and withdrawn.

Please confirm your acceptance of the appointment on the above terms and condition by signing and returning this letter (in duplicate) for university records.

Wishing you an enriching tenure with us.


REGISTRAR


DIRECTOR
Centre for Distance and
Online Education (CD&OE)


Signature of Candidate

Date: 18-04-2025

The
Registrar
ITM University, Gwalior (M.P.)

Joining Report

Sir,

Under the conditions and terms communicated to me in the offer Letter No. _____

Dated 18-04-25 I join duty on date 18-04-25 (F/N/A/N), as
Computer operator in management Please allow me to join.

Yours truly,

Signature अमन शक्य

Name Aman Kumar Shakya

Date of joining 18-04-2025

Remarks and Signature of the HOD

Seating @ 327 & interaction with other faculty
members. Asst. Prof.

Remarks and Signature of the Dean

Remarks and Signature of the Registrar

Dramish

DIRECTOR
Centre for Distance and
Online Education (CDOE)

ITMU/PF/2024/9037-B

December 11, 2023

Mr. Prashant Kumar S/o Ravi Kumar
Gwalior, MP

This is in reference to your application and subsequent interview. We are pleased to appoint you as **Computer Operator/Office Assistant** at ITM University Gwalior in the pay band of **Rs. 5200-20200** and other allowances as applicable on the following terms and conditions:

1. You will be paid salary as mentioned in **Appendix** to this letter from the date of joining. The salary is on CTC (cost to university) basis as being negotiated and agreed by you without any other allowances including gratuity etc.
2. Your services will be on contract basis (purely temporary basis) for a period of **11 months** which may be extended but not more than 3 years or curtailed at the discretion of the competent authority.
3. The EPF, ESI, Professional tax and other deduction as per rules is there will be deducted from the above salary per month.
4. The payment of taxes including the income tax will be the sole responsibility of your. However, Tax deduction at source will be effected against the payable remuneration at applicable rates as per the prevailing laws, rules and regulations.
5. You will submit original certificates/testimonials at the time of joining in support of your candidature as mentioned in your application, for verification.
6. You will be required to perform all duties assigned to you by the University. You will always be active to your role & responsibilities attached to your position and conduct yourself accordingly. You must effectively perform to ensure results.
7. It will be incumbent upon you to obtain the NOC before applying for a position in any other organization.
8. That, you will not participate in any political activities during service.
9. Termination of employment will be as under:
 - (a) During the contract period and any extension thereof, your service may be terminated without assigning any reason and notice period, by the competent authority of the University.
 - (b) The services can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the University and/or registration of any criminal offences and any misconduct comes under zero tolerance category of university.
 - (c) The service can also be terminated on the account of wilful omission or negligence, disorderly conduct or on moral turpitude and in that case you shall not be entitled to claim any gratuity or any statutory allowances/benefits rather the university shall be well within its right to withhold and forfeit the gratuity and other statutory allowances/benefits, if any, payable to you.
 - (d) Termination by either side by giving one month notice or salary in lieu thereof, except in ibid clause 9(a), (b) & (c). However, the management reserves the right to condone the notice period served by you, and relieve immediately by accepting the resignation.
 - (e) Upon termination of employment, you will immediately hand over to the Department all correspondence, specifications, documents, market data, financial data, drawings, property, effects or records etc belonging to the university or relating to it, which may be in your possession, and you will not retain or make copies/records of these documents.
 - (f) You solemnly undertake not to leave the services of the University before completion of the concerned academic session. You shall exercise the clause of resignation either on completion of the academic year or completion of the academic work of the session whichever is later. However resignation will not be accepted in mid of semester under any circumstances.
10. This appointment is further subject to the following conditions:-
 - (a) That your appointment is subject to fulfilment of conditions outlined in statutes, eligibility guidelines and recommendation by a duly constituted selection committee.
 - (b) That your character, references and/or any other information provided by you, are in order.
 - (c) That you are found medically fit by the competent physician/MBBS doctor of the University.
 - (d) That you agree to be governed by code of ethics and other rules and regulations of the University.
11. You are required to join latest by **December 11, 2023**, failing which this appointment order will be deemed to have been automatically cancelled and withdrawn.

Please sign your acceptance of the appointment on the above terms and condition by signing and returning this letter (in duplicate) for university records.



Prashant Kumar

Prashant Kumar
Signature of Candidate

DIRECTOR
Centre for Distance and
Online Education (CDOE)

To,
The Registrar
ITM University, Gwalior

Date: 11/12/23

Joining Report

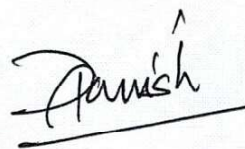
Sir/Madam,

Under the conditions and terms communicated to me in the offer letter No. _____ dated _____, join duty on date 11/12/23 (F/N, A/N) as _____ in _____ (please allow me to join).

Yours truly,


Signature:
Name: Prafulla K. Rajeev
DOJ: 11/12/23

Remarks and Signature of the HOD


DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior



UNIVERSITY
GWALIOR • MP • INDIA

"CELEBRATING DREAMS"

ITMU/PF/2026/182

Date: 11.05.2026

Mr. Nitesh Kumar Shakya

This is with reference your application and subsequent interview, we are pleased to appoint you as **Office Assistant** in **ITM University Gwalior** on the following terms and conditions: -

1. You will be paid consolidated salary **Rs. 15000/-** per month from the date of joining being the CTO (cost to organisation) basis as being negotiated and agreed by you without any other allowances including gratuity etc.
2. Your services will be on contract basis (purely temporary basis) for a period of **11 months** which may be extended but not more than 3 years or curtailed at the discretion of the competent authority.
3. The EPF, ESI, Professional tax and other deduction as per rules is there will be deducted from the above salary per month.
4. The payment of taxes including the income tax will be the sole responsibility of your. However, Tax deduction at source will be effected against the payable remuneration at applicable rates as per the prevailing laws, rules and regulations.
5. You will submit original certificates/testimonials at the time of joining in support of your candidature as mentioned in your application, for verification.
6. You will be required to perform all duties assigned to you by the University. You will always be active to your role & responsibilities attached to your position and conduct yourself accordingly. You must effectively perform to ensure results.
7. It will be incumbent upon you to obtain the NOC before applying for a position in any other organization.
8. That, you will not participate in any political activities during service.
9. Termination of employment will be as under :
 - (a) During the contract period and any extension thereof, your service may be terminated without assigning any reason and notice period, by the competent authority of the University.
 - (b) The services can be terminated without serving you any notice or salary in lieu thereof, on the charges of gross misconduct, financial misappropriations, causing defamation to the University and/or registration of any criminal offences and any misconduct comes under zero tolerance category of university.
 - (c) The service can also be terminated on the account of willful omission or negligence, disorderly conduct or on moral turpitude and in that case you shall not be entitled to claim any gratuity or any statutory allowances/benefits rather the university shall be well within its right to withhold and forfeit the gratuity and other statutory allowances/benefits, if any, payable to you.
 - (d) Termination by either side by giving one month notice or salary in lieu thereof, except in ibid clause 9(a), (b) & (c). However, the management reserves the right to condone the notice period served by you, and relieve immediately by accepting the resignation.
 - (e) You solemnly undertake not to leave the services of the University before completion of the concerned academic session. You shall exercise the clause of resignation either on completion of the academic year or completion of the academic work of the session whichever is later. However resignation will not be accepted in mid of semester under any circumstances.
10. This appointment is further subject to the following conditions:-
 - (a) That your appointment is subject to fulfillment of conditions outlined in statutes, eligibility guidelines and recommendation by a duly constituted selection committee.
 - (b) That your character, references and/or any other information provided by you, are in order.
 - (c) That you are found medically fit by the competent physician/MBBS doctor of the University.
 - (d) That you agree to be governed by code of ethics and other rules and regulations of the University.
11. You are required to join latest by **May 11, 2026**, failing which this appointment order will be deemed to have been automatically cancelled and withdrawn.

Please confirm your acceptance of the appointment on the above terms and condition by signing and returning this letter (in duplicate) for university records.

REGISTRAR


DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior



"CELEBRATING DREAMS"

(4) Joining Report (For Non-IT)
(To be submitted on the date of joining)

To,
The Registrar
ITM University, Gwalior

Subject: Submission of Joining Report and Acceptance of Terms

Dear Sir/Madam,

I, Nitesh Kumar Shakya hereby, report my joining to ITM University, Gwalior on this Day, 11/5/2026, as Office Assistant in accordance with the Offer of Appointment issued to me dated 15/5/2026, and the Appointment Letter dated _____.

I hereby declare and confirming the following:

- 7) That I have read, understood and unconditionally accepted the terms and conditions mentioned in the Offer Letter, Appointment Letter, and Employment Contract.
- 8) That I have read and agreed to abide by the University's HR Policy Manual, Code of Conduct, and all relevant rules, regulation and service norms as applicable to my post.
- 9) That I undertake to complete all mandatory trainings within the prescribed period, including:
 - o MIS (Management Information System)
 - o Any other recommended software
- 10) That I will fulfil the academic, administrative and research duties entrusted to me and shall work in alignment with the Key Result Areas (KRAs) assigned for my role.
- 11) That I am medically fit to assume responsibilities and have submitted the required documents as per the joining formalities checklist.
- 12) That I shall not seek resignation or relieving before the completion of academic session without prior written approval from the competent authority.

Personal Details (To be filled by the employee):

Full Name: Nitesh Kumar Shakya

Date of Birth: 11/11/1995

Designation: Office Assistant

Department/School:

Reporting Authority:

Mobile Number: 9584021319

Email ID: neeshakya736@gmail.com


DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior



UNIVERSITY
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"CELEBRATING DREAMS"

Permanent Address: Badrang Colony Gholpahadia Lashkar Gwalior

PAN Number: FKZPS2416E

Aadhaar Number: 3044 8659 1020

Emergency Contact: 9584021319

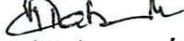
Signature of Employee: Nitesh
(Signature)

Name: Nitesh Kumar Shakya

Date: 11/5/2026

Place: Gwalior

Verified and Recommended by:

Signature: 

Name: H. Nalini Krishna

Designation: DR - HR

Date: 15/05/26


DIRECTOR
Centre for Distance and
Online Education (CDOE)
ITM University Gwalior