

Order No: DIHENOIDA/AICTE/2025/ST0298

Date:17/06/2025

**DiHE****DELHI INSTITUTE OF HIGHER EDUCATION****Delhi Institute Of Higher Education**

(Affiliated to Chaudhary Charan Singh University, Meerut)

Plot No. 20 C , Techzone 4, Greater Noida West ,Gautam Buddha Nagar

APPOINTMENT LETTER

Dated: 07.03.2025

To, Shriya Upadhyay

303 Tower 15 Adore Appartment Faridabad

Subject: Appointment Letter for the post of Student Counsellor.

With reference to your application /CV for the post of Student Counsellor in Delhi Institute Of Higher Education department, on the basis of documents submitted by you, your demo class performance and interview, we are pleased to offer you the post of Admission Counsellor at our DIHE Greater Noida West Campus with effect from 1st January 2025 on the following terms and conditions:-

1. You shall be on probation for one year from the date of joining. The probation period may be extended further at the discretion of the Management. Until a written communication is issued to you by the Management on satisfactory completion of the initial or subsequently extended probation period, it shall be presumed that the probation period has been extended. The question of your confirmation in the services of the institute would be considered only on satisfactory completion of probation. If you are found suitable continuously, a confirmation letter will be issued to you.
2. Your services will be subject to the rules and regulations of the institute in vogue presently and as may be amended from time to time.
3. During the period of probation, including any extension thereof, your services are liable to be terminated by the management by giving you one month notice or one month salary in lieu thereof. Similarly, if you want to leave the organisation during the probation period including the extended probation, you too will have to give one month notice or payment of one month salary in lieu thereof. However after confirmation your services may be terminated by the management after giving one months notice or payment of one months salary in lieu thereof . The notice may be delivered by hand or via email/registered post. The notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. But if you want to leave the organisation after confirmation, you shall be required to give three months notice or last drawn salary of three months in lieu thereof.
4. You will be appointed in the pay scale of Rs.5200-26200+2400(GP) including the allowances as per the rules. You will be paid the contemplated agreed salary till your confirmation in the institute
5. It shall be your duty to submit up to date residential addresses in our office for all official communications in cases of change in your given address. Failure to do so on your part shall be viewed seriously and in that case, the communications sent to you at the last address furnished by you shall be deemed to be final and deemed to be served.

Plot No. 20 C, Techzone – IV, Greater Noida West (U.P.)

Call: 9625448374 / 8287521407 / 0120-4833550/51/52

E: Principal@dihe.co.in | www.dihe.co.in

6. You may be asked and required to join at any of the campuses of DIHE. Keeping in view the exigencies of work and need of the organization, you are liable to be transferred to any other institute/ campus/ associate/ subsidiary Institute situated anywhere in the territory of Union of India, for which a reasonable joining time for transfer shall be provided to you. You will be required to work in the department/section as communicated to you according to the need of the organisation.
7. The working hours of the Institute shall be from 9.00 a.m. to 5:30 p.m. from Monday to Saturday every week.
8. The leave rules framed by the management from time to time shall be part of this appointment letter. All unapproved leaves and/or leave without pay shall be treated as break in service.
9. The leave rules framed by the DIHE management along with its amendments from time to time shall be part of this appointment letter and shall be binding upon the employee.
10. You will have to sign an indemnity bond with the DIHE regarding certain other service conditions. The terms and conditions mentioned in the indemnity bond dated 1st January 2025 be part and parcel of this appointment letter and shall be binding upon you.
11. To ensure continuity of quality educational services to the students and avoiding any disruption, you shall not be allowed to resign from the institute during the ongoing semester from the beginning of January till the end of September or amended session/period in accordance with instructions of University from time to time in every Gregorian calendar year.
12. In order to take up the offered job efficiently, you must be tech savvy and you should have necessary equipment, like laptop, charger, Ac adapter, connector, HDMI cable etc., required for the same, at your own costs and expenses. you should be well versed with all the online platforms that are being used for conducting online classes and other proceedings.
13. The institute has a very robust Academic Research Incentive (ARI) policy. You will be able to draw the benefits of Academic Research incentive(ARI) policy, currently in vogue. This will help you in achieving your research and innovation goals.
14. You shall not at any time disclose, divulge or make public any of the processes/accounts/transactions and dealings of the Institute, whether the same may be confided in you or become known to you in the course of your employment or otherwise.
15. During your employment with the institute, you shall be governed by such rules and regulations as are made by the management and are applicable to you from time to time whether they are individually notified to you or not. It shall be your legal and moral responsibility to abide by the rules which are in existence or which may be framed by the management from time to time in future .
16. During your contract of service/employment tenure with the management, you shall not pick up any other part time/ full time alternate employment of any nature including any paid research work or receiving scholarship during your Ph.D. programme In case you do so, the management shall have the right to terminate your service immediately without any notice. Alternatively, the amount of scholarship received by you shall be liable to be deducted from your salary immediately on a month to month basis or at the time of final accounting.
17. Your superannuation from the service of the institute shall be on completion of Fifty Eight years On attaining this age, calculated on the basis of date of birth furnished by you at the time of joining, you shall automatically stand retired from services even if you continue to work beyond the

Shriya

age of fifty eight years. Please note that the date of birth once furnished shall not be liable to be altered unless cogent reasons are furnished by you up to the satisfaction of Management.

18. You shall be treated on approved leave for the days your leave is/was sanctioned. Any absence beyond the period of sanctioned leave or remaining absent from work shall be treated as unauthorized absence for which you shall not be paid any wages and management reserves the right to initiate disciplinary action against you in such a case. However, you shall not be allowed to resume your duties, after remaining absent unauthorisedly, unless and until sufficient and cogent reasons in writing are furnished by you upto the satisfaction of the management.

19. The management reserves the right and power to initiate disciplinary action against you in all cases of misconduct committed/indulged by you and management shall take suitable decisions, in accordance with the merits of the case, if you are found guilty of misconduct.

20. You shall not be entitled to any other payment or benefits than what is mentioned hereinabove.

21. None of the leave of any kind whatsoever shall be admissible to you during the notice period given by either side.

22. All the information furnished by you in the job application Form/ CV/Interview should be correct and you have to submit proofs of all the information furnished by you. You are required to submit the following document on or before the day of joining: -

- a) Five latest passport size photographs
- b) Scanned copies of all the original documents to be sent on the email so that the verification process can be done. Subsequent to verification of documents, your appointment will be confirmed.
- c) Your salary slip from the last employer (last 1 month income tax form 16/ latest Bank Statement to support your claim in job application form failing which the salary offered may lead to re-fixation based on supporting documents validity and authentication.
- d) Self attested photocopies of Educational Certificates and Mark sheets (from class 10th till highest degree).
- e) Self attested Photocopies of Relieving Certificate/Experience certificates from last employer, if employed.
- f) Publication details, conferences/workshops attended/ conducted/ organized and Presented Papers.
- g) Documentary proof of sponsored/ Consultancy Projects undertaken.
- h) Certificates of Training Courses/ Short-Term Refresher Courses / Awards & Recognitions.
- i) Self Attested photocopy copy of Aadhaar Card and PAN Card.
- j) Medical Fitness Certificate by a Doctor (MBBS/MD/MS)
- k) Any other document/ information which you may like to furnish.
- l) such other papers as may be required under personnel policy of the Institute

N.B:

1. The original certificates in support of your educational/technical qualifications, date of birth and experience etc., will be immediately returned to you after their comparison with the self attested photocopies filed by you.





DELHI INSTITUTE OF HIGHER EDUCATION
Plot No-20, C Sector-Tech Zone-4, Greater Noida, U.P-201306
(Affiliated to Chaudhary Charan Singh University, Meerut)

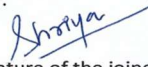
2. If any information/document submitted by you is/are found to be incorrect or false, you shall be liable to be terminated from your services immediately without any notice and legal action will be initiated against you in accordance with law.

In case the above terms and conditions are acceptable to you, you are required to signify your consent/acceptance by immediately returning the enclosed copy of this appointment letter duly signed by you.


Yours faithfully,

(Signature)
Authorised Signatory
For Delhi Institute Of Higher Education
Greater Noida West, G. B. Nagar, (UP) 201306

I have duly read and understood the above mentioned terms and conditions, which are all acceptable to me. Thus, I voluntarily accept and sign the terms and conditions of this appointment letter.


(Signature of the joiner)
Name in capital letters.....
Aadhar Number.....
S/o, D/o, W/o.....
Temporary Address.....
.....
Permanent Address.....
.....

Mobile number.....
Mobile number of any family member
in case of emergency.....

Place.....
Date.....

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