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| BHU Logotype Colour.jpg | ........ विभाग  ......... संस्थान / संकाय  Department of ……  Institute / Faculty of ……  Tel. No.  E-mail |

**Annexure – 8**

**Proforma for provisional Appointment letter for research/Contractual Positions**

Ref. No./

To: ……………………………

……………………………

……………………………

Subject: **Engagement of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the sponsored Project “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”**

Reference: Your application dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

On the recommendation of the Selection Committee which met on \_\_\_\_\_\_\_\_\_\_, you are **provisionally** engaged on a Job Contract basis, as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on a \_\_\_\_\_\_\_\_\_\_\_ emoluments of **Rs.** \_\_\_\_\_\_\_\_\_\_\_(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) per mensum, on the following terms and conditions: -

1. The engagement is for the above externally funded Project only, and is not transferable to any other Project.
2. The Contract is for the duration of the said project and co-terminus with it, or for a period not exceeding \_\_\_\_\_\_\_\_\_\_\_\_\_ months/years, whichever is earlier. However, the initial engagement will be for a period of six months, extendable from time to time depending upon your performance.
3. It is not an appointment in BHU, temporary or otherwise. It is purely a job contract for the period as stipulated in clause 2 above. It does not, therefore, confer any right, claim, implicit or explicit, for your continuation/regularization/absorption in BHU against any post/position.
4. The Contract may be terminated at any time without assigning any reason therefore.
5. No traveling allowances will be paid to you either for undertaking the contract, or on termination of the same.
6. Your engagement on contract will be subject to the production of the following documents at your expense at the time of your reporting for duty:
7. Medical certificate of health and physical fitness for the contract issued by the Medical Superintendent, S.S. Hospital, BHU; and
8. Documentary evidence in support of your date of birth, qualification and caste.
9. In case it is detected at any stage that you have committed any fraud or forgery in seeking this contract, your contract shall be immediately dispensed with, without any notice.
10. Your contract shall be subject to the terms and conditions that may be framed from time to time as per the requirement of the research work
11. You are required to give an undertaking to the affect that the above-mentioned conditions are acceptable to you and you shall abide by them. Any violation shall attract termination of contract without any notice.
12. In the event of any dispute arising out this contract, the decision of the Vice-Chancellor, BHU shall be final and binding on you.

If you are willing to accept the above offer of contract on the terms and conditions stipulated, you may please commence the work immediately and in any case, within a fortnight from the date of receipt of this letter failing which the offer will automatically stand cancelled.

This provisional engagement is subject to approval by the competent authority.

Yours faithfully,

**(Principal Investigator/Coordinator)**

## Ref. No. Dated:

Copy to the following for information and necessary action

1. The Head of the Department (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
2. The Director/Dean (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
3. The Registrar, BHU
4. The Finance Officer, BHU
5. The Deputy Registrar (Development), BHU

**(Principal Investigator/Coordinator)**