

**Date:** 12 March 2012  
**Candidate Number:** U016S4832  
**Name:** Ms. Sonia  
**Address:**  
652C/73<sup>rd</sup> Floor Govindpuri Kalkaji  
New Delhi, India  
**Date of Birth:** 27 July 1973

**Dear Sonia,**

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as "Assistant Project Researcher" at our Collage(**Main College Location: University of Ulster, Cromore Road, Coleraine, Co Londonderry, BT52 1SA, Europe**) office with effect from 10/07/2012(Date of Joining) on the following terms and conditions:

#### **SALARY**

Salary and allowances applicable to you is as per 'Annexure-A' .

#### **LEAVE**

You will be entitled to leave, as per the provision of university's policy.

#### **TRANSFER**

Your service is liable to be transferred to any place in Europe or UK

#### **WORKING HOURS**

Your working hours will be as per the requirement of the organization. Your Work permit card also sending with this letter.

#### **PROBATION**

- a) You shall be on probation for a period of 24 months.
- b) During the probation period, if your performance is not satisfactory, the management reserves the right to terminate your service without assigning any reason thereof or without any notice or notice pay thereof.
- c) The management also reserves the right to extend the probation period if your performance is not satisfactory.
- d) However, after successful completion of probation, your appointment shall be confirmed, in writing, by the management.

#### **NOMINATION OF LEGAL HEIRS**

Please fill and return the enclosed Provident Fund forms and Nomination form. In case of any change in the nomination due to changes in circumstances or any other reasons, you should inform the same to the organization immediately.

#### **SERVICE CONDITIONS:**

- a) You shall perform the duties and carry out the assignments entrusted to you from time to time efficiently, sincerely and to the best of your ability and capacity.
- b) We shall be the sole arbitrator of the assessment to be made of your working efficiency utility or loyalty to the company while taking a decision to give you increment or promotion to higher grade or terminating your services.
- c) You will retire from the company's services on reaching the age of 58 years.
- d) Your services are liable to be transferred from one establishment, department or division of the organization to the other anywhere in Europe , at the discretion of the Management.
- e) You will be required to undergo medical examination during your tenure with the organization. Your continuance in employment would depend on your remaining medically fit.

- f) You are to keep and render a faithful account of all properties and business secrets of the company entrusted to you in the course of your employment, and shall not disclose to anybody at any time, during your services or even after you leave the services of the organization.
- g) During the course of your employment with us, you shall not accept any other employment, either full-time or part-time, either for remuneration or otherwise. Also, you shall not engage yourself in any trade, business or occupation and you shall devote your full time and energy in discharging your duties as our employees.
- h) You shall communicate to the Management any change in your residential address, local and permanent.
- i) The organization shall be entitled to terminate your services without notice on any of the following grounds :
- (a) You are convicted of a criminal offence by a competent Court of Law / Authority;
  - (b) You are found guilty of committing breach of any of the conditions of the employment or rules and regulations of the organization;
  - (c) If you misbehave, disobey or refuse to carry out the work orders of your Superior/Management or are irregular in attendance.
  - (d) You are declared medically unfit by the medical practitioner appointed by the organization.
- j) You will abide by the rules & regulations of the company/establishment which are in force for the time being and / or which may be framed from time to time.

#### **PERIOD OF NOTICE**

After confirmation, your services are terminable without assigning any reason, by giving one month's notice in writing or salary in lieu thereof on either side.

Kindly go through the contents and return the duplicate copy of this letter duly signed by you as token by your acceptance of the terms and conditions mentioned herein.

We welcome you and wish you all the very best in your new assignment.

Yours sincerely,



Phil Taylor  
HR Team  
University of Ulster

#### **ANNEXURE 'A'**

Date : 12 March 2012

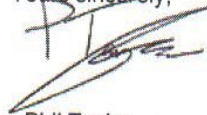
#### **Ms Sonia**

**Subject :** Salary with effect from 10/07/2012

#### **Sr.No. Details Amount (£)**

- a) Basic Salary £7500.00 per month
- b) House Rent Allowance £1500.00 per month
- c) Conveyance Allowance £750.00 per month
- d) Education Allowance £00.00 per month
- e) Special Allowances £00.00 per month
- f) LTA 00.00 per month
- g) Medical Reimbursement £50.00 per month
- TOTAL £9800.00 per month

Yours sincerely,



Phil Taylor  
HR Team  
University of Ulster