



## Centre for Distance & Online Education

### Appointment Letter and Joining Report: OL Programme UMU

S.No.	Appointment Letter and Joining Report	Page no.
1.	Administrative Staff and Technical Staff	1-154

  
Registrar  
कुल राशि  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103

Name	Designation	Qualification	Subject	Date of Joining (DOJ)	Total Experience (Years)	Mobile No.	Email
1. Prof. Madhulika Kiroddi	Year Coordinator	Ph.D.	Management	15-07-2022	10 Years	6364437623	vc@unmu.ac.in
2. Dr. Siva Prasad Varma	Registrar	Ph.D.	Management	15-07-2025	15+ Years	8116990668	registrar@unmu.ac.in
3. Shri Anil Kumar Dabey	Coordinator	L.L.M.	Law	18-07-2025	24 Years	9803346211	abakdabey5@gmail.com
4. Dr. P. C. Prada	Co-Registrar	Ph.D.	English	08-07-2024	20 years	9773346847	pcprada@unmu.ac.in
5. Mr. Raj Kumar Singh	Assistant Registrar	MBA	Human & Marketing	07-07-2024	12 Years	630232715	rkumar@unmu.ac.in
6. Mr. Sandeep Kumar Mishra	Section Officer	M.Com	Account	15-07-2024	6 Years	6364336499	skmishra@unmu.ac.in
7. Mr. Hari Kumar	Assistant	BA	Political Science	15-07-2024	11.7 Years	8710337570	rkumar@unmu.ac.in
8. Ms. Chandra Prakash	Assistant	B.Com	Account	15-07-2024	6.7 Years	9979853643	ckprakash@unmu.ac.in
9. Mr. Sandeep Kumar Mishra	Assistant	BCA	IT	08-08-2023	0 Year	7280854251	sandeepkumar@unmu.ac.in
10. Mr. Laxman Singh	Computer Operator	BA	English	02-07-2024	12.6 Years	7070771077	laxman.singh@unmu.ac.in
11. Mr. Maheshwari Dab	Computer Operator	B.Com	Account	15-07-2024	2 Years	8092580155	mdab21madhu@gmail.com
12. Mr. Datta Raj	Computer Operator	Diploma CS	IT	08-07-2025	0 Year	6395101281	dattaraj123@gmail.com
13. Mr. Karanesh Mishra	Mobile-Tooling Staff	BA	History	14-07-2024	3.6 Years	8583764802	karaneshmishra@unmu.ac.in
14. Mr. Anil Singh	Lab Technician (CSE)	B.Tech	Computer Graphics	15-07-2024	1.8 Years	9171857467	anil.singh@unmu.ac.in
15. Mr. Ganes Mishra	Lab Technician (CSE)	B.Tech	Computer Graphics	15-07-2024	3.6 Years	9631394960	ganesh.mishra@unmu.ac.in
16. Mr. Anura Kumar	Lab Technician (CSE)	MCA	Computer Science	15-07-2024	2 Years	6203806359	anura.kumar@unmu.ac.in
17. Ms. Rani Kumar	Lab Technician (CSE)	B.Tech	IT	15-07-2024	2 Years	7589068170	rani.kumar@unmu.ac.in
18. Mr. Raju Mishra	Mobile-Tooling Staff	BA	History	15-07-2024	6 Years	6162192422	rajmishra@unmu.ac.in
19. Dr. Leesh Kumar	Dr. Director	Ph.D.	Education	06-05-2024	12 Years	9771067861	leesh@unmu.ac.in
20. Dr. Anil Kumar Prasad	Assistant Director	Ph.D.	Mathematics	05-05-2024	1 Years	8226814271	anil.prasad@unmu.ac.in

**Technical Team for Development of e-Content in Self-Learning e-Modules**

Name	Designation	Qualification	Subject	Date of Joining (DOJ)	Total Experience (Years)	Mobile No.	Email
2. Dr. Nishu Khaitan	Technology Coordinator	Ph.D.	Information Technology	26-07-2024	1.10 Years	8863982861	nishukh@unmu.ac.in
1. Mr. Vedant Raj	Technical Manager (Production)	MCA	Information Technology	25-03-2020	6 Years	9619980737	vraishreshtha@gmail.com
1. Dr. Rupa	Technical Assistant (Audio-Video recording and editing)	Ph.D.	Mass Communication & Journalism	02-07-2024	2 Years	9031265547	rupa.kumar@unmu.ac.in
2. Mr. Anil Kumar	Technical Assistant (Audio-Video recording and editing)	MA	Mass Communication & Journalism	03-07-2024	5.2 Years	9576333477	anil.kumar@unmu.ac.in
1. Mr. Arjun Mehta	Technical Assistant (Audio-Video editing)	BA	Information Technology	03-07-2024	6 Years	9110087875	arjun@unmu.ac.in
1. Mr. Ramesh Mishra	Technical Assistant (Audio-Video editing)	MA	Mass Communication & Journalism	02-07-2024	4 Years	9534130877	ramesh.mishra@unmu.ac.in

Registrar  
Usha Martin University  
Office: 1st Floor, Block A  
Ranchi-835103 (Ph-835103)

1	Mr Binayak Roy Choudhary	Technical Manager (LMS and Data Management)	M.Sc	IT	02-07-2024	30 Years	870 972 3096	bkschoudhary@ummu.ac.in
2	Mr Ajay Kumar	Technical Assistant (LMS and Data)	CCNA	Networking	02-07-2024	13 Years	90060 33955	ajaykumar@ummu.ac.in
	Mr Anil Kumar		MCA	Computer Application	02-07-2024	6 Years	88041 30093	anil.kumar.2022@ummu.ac.in
<b>For Admission and Examination for Online mode:</b>								
1	Mr Mihlesh Kumar	Technical Manager (Admission, Examination and Result)	BCA	Computer Application	02-07-2024	12 Years	91224 12334	mikumar@ummu.ac.in
	Mr Manish Kumar	Technical Assistant (Admission, Examination)	MBA	HR & IT	02-07-2024	9 Years	97982 25186	manish.kumar@ummu.ac.in
2	Mr Ashish Kumar Vicky		MBA	Marketing	02-07-2024	5 Years	870973 6961	ashish.kumar@ummu.ac.in

  
 Registrar  
 Usha Martin University  
 3rd floor, Administration  
 Ranchi-835103/rdh-835103

Date 16<sup>th</sup> June 2022

Prof. Madhulika Kaushik,  
Acting Vice Chancellor,  
Usha Martin University Ranchi

Dear Prof Kaushik,

The Management and the Chairman of the Usha Martin University trust are pleased to inform you that subsequent to the approval by the Hon'ble Chancellor, of the recommendation of the selection committee meeting held in May 2022, for the selection of Vice Chancellor, UMU; you have been selected as the Vice Chancellor of Usha Martin University.

I would like to inform that your appointment shall be regulated by the statutes and regulations of the University as applicable from time to time. This appointment will be for a period of three years or your attaining the age of 70 years, whichever is earlier.

I request you to please acknowledge the receipt of the offer and confirm your acceptance as soon as possible by writing to the undersigned and also sending a copy to the Chairman of the Trust.

We look forward to a very productive and rewarding relationship that drives our mission of making UMU among the best universities in the country.

Best regards



Hemant Goyal  
(Chairman)

Date 16<sup>th</sup> June 2022

**Prof. Madhulika Kaushik,  
Acting Vice Chancellor,  
Usha Martin University Ranchi**

Dear Prof Kaushik,

The Management and the Chairman of the Usha Martin University trust are pleased to inform you that subsequent to the approval by the Hon'ble Chancellor, of the recommendation of the selection committee meeting held in May 2022, for the selection of Vice Chancellor, UMU; you have been selected as the Vice Chancellor of Usha Martin University.

I would like to inform that your appointment shall be regulated by the statutes and regulations of the University as applicable from time to time. This appointment will be for a period of three years or your attaining the age of 70 years, whichever is earlier.

I request you to please acknowledge the receipt of the offer and confirm your acceptance as soon as possible by writing to the undersigned and also sending a copy to the Chairman of the Trust

We look forward to a very productive and rewarding relationship that drives our mission of making UMU among the best universities in the country

Best regards



**Hemant Goyal  
(Chairman)**



Campus : AI Village - Narayanpur,  
Near Angara Block Office,  
Ranchi-Purulia Highway, Angara,  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
registr@umc.ac.in

Ref: - UMU/RADMIN/08-25/067

Date:- 07/08/2025

To,

**Dr. Shiv Pratap Verma**  
Flat No. 202, Samj Apartments,  
Kilburn Colony, P. O. Hinoo,  
Ranchi, Jharkhand  
PIN - 834002  
Mob. No.: - 7004797587  
Email: vshivpratap0@gmail.com

**Dear Dr. S P Verma,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to offer you appointment as **Registrar** on the following terms and conditions: -

1. Your appointment will be effective from the date of your joining which should be not later than 10<sup>th</sup> August 2025.
2. You will ordinarily be located at **Ranchi, Jharkhand**.
3. Your current salary will be Rs **One Lakh Eighty Thousand only** per month. You will also be provided a chauffeur driven vehicle
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. Your duties and roles and responsibilities, would cover but not restricted to the following:
  - a. You shall be in-charge of general administration of the University and report to the Vice Chancellor/PVC.
  - b. You shall be the custodian of the records and seal of the University and such other property as the Board of Management may commit to your charge.

*Shiv Pratap Verma*

*[Signature]*

*[Signature]*

- c. You shall report to Vice Chancellor and the Pro Vice Chancellor and perform all duties assigned to you as per the University Act and Statutes.
- d. You will conduct all official correspondence on behalf of the authorities of the University.
- e. You will issue notices convening meetings, prepare and keep the minutes of meetings of all the Statutory Authorities of the University and the committees and subcommittees appointed by any of these authorities. You will issue to members copies of the agenda and minutes of the meetings of various authorities, once approved by the competent authority.
- f. You will make available such documents and information as the Visitor/Chancellor, Pro Chancellor or Vice chancellor may desire.
- g. You will, with the approval of the Vice Chancellor, enter into the agreement(s); sign documents and authenticate records on behalf of the University.
- h. You will represent the University in suits or proceedings by or against the University, sign power of authority and verify pleadings or depote your representative for the purpose.
- i. You shall perform such other duties as may be specified in the rules and bye-laws or as may be specified by the Vice Chancellor from time to time
- j. You will represent the University in its formal communication with the state government and central regulators/agencies like the UGC, AICTE, BCI, PCI, INC, NBA, NIRF and NAAC among others, oversee preparation of documents of these bodies, and guide the faculty members on various issues pertaining to regulations, etc.
- k. perform all required actions as Member Secretary of all statutory authorities of the University as specified by the UMU Act

*[Handwritten signature]*

6. An outcome based performance Appraisal shall be conducted every year of completed service. Actual date would vary depending upon the period of performance Appraisal Cycle. Your Performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining on your own accord. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. However you need to serve a notice of 1 month or salary thereof if you leave during the probation period. Once confirmed, you will be required to give three month notice or salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official

*[Handwritten signature]*

record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.

15. Confidential Information: -

- a) **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
- b) **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
- c) **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

16. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

17. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

*Handwritten signature/initials*

- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details ( Copy of front page of Pass book)

18. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

  
7/5/25

Registrar

Usha Martin University

Registrar

कुल पदविग

Usha Martin University

उषा मार्टिन विश्वविद्यालय

Ranchi-835103Tt: 066-266003

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

  
.....  
.....



Campus : At Village - Narayanoso,  
Near Angara Block Office,  
Ranchi-Parula Highway, Angara,  
Ranchi - 835103, Jharkhand  
info@sishamartinuniversity.com &  
registrars@smu.ac.in

Ref: - UMU/R/ADMIN/08-25/067

Date:- 07/08/2025

To,

**Dr. Shiv Pratap Verma**  
Flat No. 202, Saroj Apartments,  
Kilburn Colony, P. O. Hinoo,  
Ranchi, Jharkhand  
PIN - 834002  
Mob. No.: - 7064797587  
Email: vshivpratap@gmail.com

**Dear Dr. S P Verma,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to offer you appointment as **Registrar** on the following terms and conditions: -

1. Your appointment will be effective from the date of your joining which should be not later than **10<sup>th</sup> August 2025**.
2. You will ordinarily be located at **Ranchi, Jharkhand**.
3. Your current salary will be Rs **One Lakh Eighty Thousand only** per month.  
You will also be provided a chauffeur driven vehicle
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. Your duties and roles and responsibilities, would cover but not restricted to the following:
  - a. You shall be in-charge of general administration of the University and report to the Vice Chancellor/PVC.
  - b. You shall be the custodian of the records and seal of the University and such other property as the Board of Management may commit to your charge.

*Shiv Pratap Verma*

*[Signature]*

CITY OFFICE : Room No. 109, 311, Hari Om Tower, 1st Floor, Lalpur, Ranchi, Jharkhand

- c. You shall report to Vice Chancellor and the Pro Vice Chancellor and perform all duties assigned to you as per the University Act and Statutes.
- d. You will conduct all official correspondence on behalf of the authorities of the University.
- e. You will issue notices convening meetings, prepare and keep the minutes of meetings of all the Statutory Authorities of the University and the committees and subcommittees appointed by any of these authorities. You will issue to members copies of the agenda and minutes of the meetings of various authorities, once approved by the competent authority.
- f. You will make available such documents and information as the Visitor/Chancellor, Pro Chancellor or Vice chancellor may desire.
- g. You will, with the approval of the Vice Chancellor, enter into the agreement(s); sign documents and authenticate records on behalf of the University.
- h. You will represent the University in suits or proceedings by or against the University, sign power of authority and verify pleadings or depute your representative for the purpose.
- i. You shall perform such other duties as may be specified in the rules and bye-laws or as may be specified by the Vice Chancellor from time to time
- j. You will represent the University in its formal communication with the state government and central regulators/agencies like the UGC, AICTE, BCI, PCI, INC, NBA, NIRF and NAAC among others, oversee preparation of documents of these bodies, and guide the faculty members on various issues pertaining to regulations, etc.
- k. perform all required actions as Member Secretary of all statutory authorities of the University as specified by the UMU Act

*Handwritten signature*

6. An outcome based performance Appraisal shall be conducted every year of completed service, Actual date would vary depending upon the period of performance Appraisal Cycle. Your Performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining on your own accord. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. However you need to serve a notice of 1 month or salary thereof if you leave during the probation period. Once confirmed, you will be required to give three month notice or salary in lieu thereof; However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official

record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.

15. Confidential information: -

- a) **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
- b) **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
- c) **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

16. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

17. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

*Handwritten signature/initials*

- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details ( Copy of front page of Pass book)

18. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



Registrar

Usha Martin University

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835102 (Jharkhand)

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

A handwritten signature in black ink, appearing to be 'A. S.', written over a dotted line.



**USHA MARTIN  
UNIVERSITY**

Education, Innovation & Ethics

Campus : Usha Martin - Nagar - Morabadi  
Near Angara Block Office,  
Ranchi - 834008, Jharkhand, India  
Ranchi - 834008, Jharkhand  
info@ushamartinuniversity.com &  
Registration No. 1009/2019

Ref: - LIMU/R/ADMIN/07-28/043

Date: - 16/07/2025

To,  
Shri Alok Kumar Dubey  
Retd. Principal District Judge  
Add: - 502 Nirvana Apartment, Tagore Hill Road, Morabadi,  
Ranchi 834008  
Contact No.: 7903534621  
E-Mail: - alokdubey65@gmail.com

Sub: Appointment of Ombudsperson(s) as provided in the "University Grants Commission (Redressal of Grievances of Students) Regulations, 2023" and direction of AICTE.

Dear Sir,

With reference to our discussion regarding guidelines of UGC for redressal of Grievances of students and as directed by AICTE, the UMU Management is pleased to nominate you as Ombudsperson(s) for Usha Martin University on the following terms and conditions: -

1. Your appointment will be effective from the date of your acceptance of the position.
2. The University will organise meetings to address reported cases of dissatisfaction with the University's Grievance redressal committee on quarterly basis. The University will be happy to bear all costs for your participation in the meeting and pay you a sitting fee as per the University norms
3. Term of reference:
  - Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision for redressal of grievances of students under the UGC (Redressal of Grievances of Students) Regulations, 2019.
  - The Ombudsperson shall not, at the time of appointment or during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
  - The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of acceptance and shall be eligible for reappointment for another one term for the same State or region, as the case may be.

*A. Mishra*

### Functions of Ombudsperson:

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
  - While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for reevaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
  - The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
  - The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s)
4. You will inform the University expeditiously about any change in your contact details recorded in the University.

### 5. Confidential Information: -

- a) **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
- b) **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
- c) **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately hand over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

If the offer is appropriate and acceptable to you on the terms and conditions mentioned above, please confirm your acceptance by signing the duplicate copy of the letter.

  
(Dr. Anil Kumar Mishra)

Registrar

Usha Martin University

Registrar

कुल सचिव

Usha Martin University

उषा मार्टिन विश्वविद्यालय

Ranchi-835103/रांची-835103

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

Alok K. Dubej  
14-07-2025



**USHA MARTIN  
UNIVERSITY**

Innovation, Inspiration & Impact

Campus : 75 Village - Natar - Morabadi  
Natar - Angara - Block - 100000  
Ranchi - 834008, Jharkhand  
Ranchi - 834008, Jharkhand  
info@ushamartinuniversity.com | X  
Registration No. 1000000000000000

Ref: - UMU/R/ADMIN/07-25/043

Date: - 14/07/2025

To,  
Shri Alok Kumar Dubey  
Retd. Principal District Judge  
Add: - 502 Nirvana Apartment, Tagore Hill Road, Morabadi,  
Ranchi 834008  
Contact No.: 7903534621  
E-Mail: - alokdubey65@gmail.com

Sub: Appointment of Ombudsperson(s) as provided in the "University Grants Commission (Redressal of Grievances of Students) Regulations, 2023" and direction of AICTE.

Dear Sir,

With reference to our discussion regarding guidelines of UGC for redressal of Grievances of students and as directed by AICTE, the UMU Management is pleased to nominate you as Ombudsperson(s) for Usha Martin University on the following terms and conditions: -

1. Your appointment will be effective from the date of your acceptance of the position.
2. The University will organise meetings to address reported cases of dissatisfaction with the University's Grievance redressal committee on quarterly basis. The University will be happy to bear all costs for your participation in the meeting and pay you a sitting fee as per the University norms.
3. Term of reference:
  - Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision for redressal of grievances of students under the UGC (Redressal of Grievances of Students) Regulations, 2019.
  - The Ombudsperson shall not, at the time of appointment or during one year before appointment, or in the course of his tenure as Ombudsperson, be in a conflict of interest with the Institution where his/her personal relationship, professional affiliation or financial interest may compromise or reasonably appear to compromise, the independence of judgement toward the Institution.
  - The Ombudsperson shall be appointed for a period of three years or until he or she attains the age of 70 years, whichever is earlier, from the date of acceptance and shall be eligible for reappointment for another one term for the same State or region, as the case may be.

### Functions of Ombudsperson:

- The Ombudsperson shall hear appeals from an aggrieved student(s), only after the student has availed all other remedies provided under these Regulations.
  - While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for reevaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome of specific instance of discrimination is indicated.
  - The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
  - The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s)
4. You will inform the University expeditiously about any change in your contact details recorded in the University.

### 5. Confidential Information: -

- a) **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
- b) **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
- c) **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately hand over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

If the offer is appropriate and acceptable to you on the terms and conditions mentioned above, please confirm your acceptance by signing the duplicate copy of the letter.

  
14/7/25

**(Dr. Anil Kumar Mishra)**

**Registrar**

**Usha Martin University**

**Registrar**

**कुल सचिव**

**Usha Martin University**

**उषा मार्टिन विश्वविद्यालय**

**Ranchi-835103/रांची-835103**

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

Alok K. Dubej  
14-07-2025



**USHA MARTIN  
UNIVERSITY**

Campus : At Village - Sanyambha,  
Near Angara Block Office,  
Ranchi-Purulia Highway - Angara,  
District - S.P.S.A., Jharkhand  
www.ushamartinuniversity.ac.in  
Phone: 0661-2511111

Ref:- UMU/OL/036/24-25

Date:-11/06/2024

To,

**Dr. P.C.Panda**  
Ranchi, Jharkhand  
Contact- 7978764587  
Email- pcpanda@umu.ac.in

**Dear Dr. P.C.Panda,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Deputy Registrar, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be band pay of Rs. 15,600 – ₹39,100 with AGP of Rs. 8700/- on a monthly gross salary of Rs 74,700/- Per month.
3. Your date of joining is **03<sup>rd</sup> July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Overseeing the overall administration, regulatory compliance, and coordination of ODL-Online programmes in accordance with UGC-DEB guidelines.
  - Ensuring timely submission of statutory reports, approval processes, and adherence to quality standards.
  - Coordinating with academic departments, regulatory bodies, and learner support centres, and supervises operational and administrative staff.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service

- on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
  9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
  10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
  11. You will inform the University expeditiously about any change in your contact details recorded in the University.
  12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
  13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
  14. You will not be relieved in between a semester.
  15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
  16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
  17. Confidential Information: -
    - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
    - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
    - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason

whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
  - a) Photocopies of all educational/professional qualification certificates and marks sheets.
  - b) Relieving certificate from the previous employer, if in Govt. service.
  - c) Four passport size photographs.
  - d) Medical fitness certificate from a registered medical practitioner
  - e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - f) Copy of Pan Card
  - g) Proof of age.
  - h) Bank Details ( Copy of front page of Pass book)
  - i) Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.  
If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
**Registrar**  
**Usha Martin University**  
**(E-Mail - registrar@umu.ac.in)**

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
मन्सूरगढ़ - अजमेर

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....  
  
.....



**USHA MARTIN  
UNIVERSITY**

Kampus 1 Village, Newson Road,  
New Raipura Block Office,  
Kundu Puram Highway, Jagann  
Basti - 834001, Jharkhand  
Website: [www.umv.ac.in](http://www.umv.ac.in)  
Phone: 06562200000/06562200001  
Email: [umv@umv.ac.in](mailto:umv@umv.ac.in)

Ref:- UMU/OL/042/24-25

Date:- 24/06/2024

To,

**Mr. Raj Kumar Singh**  
Ranchi, Jharkhand  
Contact- 6202323715  
Email- [rjsingh723@gmail.com](mailto:rjsingh723@gmail.com)

Dear Mr. Raj Kumar Singh,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Assistant Registrar, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. 15,600 – ₹39,100 with AGP of Rs. 5400/- on a monthly gross salary of Rs 50,500/- Per month.
3. Your date of joining is 03<sup>rd</sup> July 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Managing the operational administration of ODL/ Online programmes, including student admissions, regulatory documentation, and compliance with UGC-DEB norms.
  - Supporting programme coordination, maintains official records, and facilitates communication between departments, students, and regulatory authorities.
  - Assisting in audits, approvals, and programme implementation.
6. An outcome-based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License, or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
मिर्जापुर, उत्तर प्रदेश - 201008

ACCEITANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

  
.....  
.....



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Raj N.A. Singh have joined today itself dated 02/07/24 for the post of Asst. Reg. in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रान्ची-835103



**USHA MARTIN  
UNIVERSITY**

Usha Martin College  
Near Jangra Block Office  
Ranchi-Patna Highway, Jangra  
Ranchi - 834101, Jharkhand  
Phone: 06562222222  
Email: [umc@umv.ac.in](mailto:umc@umv.ac.in)

Ref:- UMU/OL/056/24-25

Date:- 13/06/2024

To,

**Mr. Sunil Kumar Mahto**  
Ranchi, Jharkhand  
Contact- 6204534599  
Email- [sunilkumarmahto240@gmail.com](mailto:sunilkumarmahto240@gmail.com)

**Dear Mr. Sunil Kumar Mahto,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Section Officer, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be band pay of Rs. 9,300/- –34,800/- with AGP of Rs 4800/- on a monthly gross salary of Rs 29,000/- Per month.
3. Your date of joining is 10<sup>th</sup> July 2024
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Handling day-to-day administrative functions of ODL/Online programmes, including file processing, record maintenance, student data management and documentation.
  - Ensuring proper implementation of UGC-DEB guidelines at the operational level and supports reporting, correspondence, and coordination activities.
  - Assisting senior officers in maintaining compliance and administrative efficiency.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UML. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
Usha Martin University  
Usha Martin University  
Usha Martin University  
Usha Martin University

**ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

Amal K. Mohan



To,

The Registrar  
Usha Martin University  
Ranchi

Subject -- JOINING REPORT

Sir,

This is to inform you that I Sunil Kumar Mahla have joined today itself dated 10/07/2024 for the post of election officer in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully  




Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



**USHA MARTIN  
UNIVERSITY**

Campus: At Village - Newson, Distt.  
New Anapurna Block Office  
Ranchi - Purulia Highway, Anapurna  
Ranchi - 835101, Jharkhand  
www.ushamartinuniversity.com &  
registrar@umun.ac.in

Ref:- UMU/OL/055/24-25

Date:- 13/06/2024

To,

**Mr Ravi Kumar**  
Contact- 8210532570  
Email- [rkumar@umun.ac.in](mailto:rkumar@umun.ac.in)

Dear Mr. Ravi Kumar,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Assistant, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. 9300 – 234,800 with AGP of Rs 4200/- on a monthly gross salary of Rs 32,500/- Per month.
3. Your date of joining is 15<sup>th</sup> July 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Assist students with admission, enrollment, examination forms, study materials, and resolve queries related to distance and online programs.
  - Maintain student records, attendance data, examination details, and handle official correspondence and documentation work.
  - Support the Learning Management System (LMS) by uploading study materials, coordinating virtual classes, and assisting faculty in conducting online sessions smoothly.
  - Assist in organizing examinations, preparing reports, data entry work, result compilation, and coordinating with the examination department.
6. An outcome based performance appraisal shall be conducted every year (if completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UML. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information:-
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details ( Copy of front page of Pass book)
- i) Salary drawn statement from last organisation (Salary slip / Bank statement)

20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
Usha Martin University  
Usha Martin University  
Usha Martin University  
Usha Martin University

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....*D. vii. Kumar*✓.....

.....



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Ravi Kumar have joined today itself dated 15/07/24 for the post of Assistant in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Registrar  
शुभ शर्मा  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/1110-835103



**USHA MARTIN  
UNIVERSITY**

Campus - At Village - Narayanpur  
New Agents Block Office  
Ranchi - Jharkhand  
Ranchi - 834004, Jharkhand  
www.ushamartinuniversity.ac.in  
registrar@um.ac.in

Ref:- UMU/OL/047/24-25

Date:-13/06/2024

To,

**Mr Chandra Bhushan**  
Contact- 7979853643  
Email- ckkumar@um.ac.in

**Dear Mr Chandra Bhushan,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Assistant, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be band pay of Rs. 5200 – ₹20,200 with AGP of Rs 2800/- on a monthly gross salary of Rs 24,000/- Per month.
3. Your date of joining is **15<sup>th</sup> July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Assist students with admission, enrollment, examination forms, study materials, and resolve queries related to distance and online programs.
  - Maintain student records, attendance data, examination details, and handle official correspondence and documentation work.
  - Support the Learning Management System (LMS) by uploading study materials, coordinating virtual classes, and assisting faculty in conducting online sessions smoothly.
  - Assist in organizing examinations, preparing reports, data entry work, result compilation, and coordinating with the examination department.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service.

- on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
  9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
  10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
  11. You will inform the University expeditiously about any change in your contact details recorded in the University.
  12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
  13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
  14. You will not be relieved in between a semester.
  15. You should obtain approval of the University before applying to any University / Agency outside Umu. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
  16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
  17. Confidential Information: -
    - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
    - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
    - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason

whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.
- If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
**Registrar**  
**Usha Martin University**  
**(E-Mail - registrar@umu.ac.in)**

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
पटना 800 008-मिर्जापुर

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

*Chandra Bhanu*  
.....

.....



To,

The Registrar  
Usha Martin University  
Ranchi

Subject - JOINING REPORT

Sir,

This is to inform you that I Choudhary Abhishek have joined today itself dated 15/07/24 for the post of Assistant in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Registrar  
एन सी  
Usha Martin University  
एन सी - ऑनलाइन शिक्षण केंद्र  
Ranchi-835102/एन सी - 835102



Campus : AI Village - Narayanpur,  
Near Angara Block Office,  
Ranchi-Purulia Highway, Angara,  
Ranchi - 835103, Jharkhand  
Info@ushamartinuniversity.com &  
registration@um.ac.in

Ref: UMU/ROE/25-26/115

Date:- 16/07/2025

To,

**Mr Sumit Kr. Mahto**  
Ranchi, Jharkhand  
Email – sumit@um.ac.in  
Mobile – : 7280854551

**Dear Mr Sumit Kr. Mahto,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Assistant, Center for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current cost to University would be band pay of Rs. 9300 - 34800 with AGP of Rs. 4200/- on a monthly Gross salary of Rs. 12000/- per month.
3. Your date of joining is **01/08/2025.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You are required to :-

- Assist in online and distance education activities.
- Maintain student records and documents.
- Support LMS and online classes.
- Coordinate with faculty and students.
- Assist in compliance and reporting work.

6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. You will not be relieved in between a semester.
14. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
15. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
16. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

17. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
18. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner.
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
19. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

  
(Dr. A.K. Mishra)  
Registrar  
Usha Martin University  
(E-Mail - [registrar@umun.ac.in](mailto:registrar@umun.ac.in))

#### ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.





USHA MARTIN  
UNIVERSITY  
Inclusiveness, Innovation & Ethics

To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Sumit K G Mahto have joined today itself dated  
01/08/2025 for the post of Assistant in the  
centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835102/रांची-835103



**USHA MARTIN  
UNIVERSITY**

Campus - A-3, Upper, Noida  
Near: Arjun Park Office  
Basti, Panch Highway, Noida  
Kharak, 201301, India  
www.ushamartinuniversity.ac.in  
91920000000

Ref:- UMU/OL/076/24-25

Date:- 24/06/2024

To,

**Mr Lavindar Kachhap**  
Ranchi, Jharkhand  
Contact- 70707 77137  
Email- lavindar.kachhap@umui.ac.in

Dear Mr Lavindar Kachhap,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Computer Operator, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current Cost to University would be band pay of Rs. 15,000 – 24999 with AGP of Rs 5400/- on a monthly gross salary of Rs 15,000/- Per month.
3. Your date of joining is 09<sup>th</sup> July 2024
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for assisting the director in ensuring smooth implementation of ODL/Online programs and maintaining conditions with regulatory norms.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged in per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other mode, business or profession without written permission of the Board of Management.

*[Handwritten signature]*

10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right

*Attest.*

to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner.
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

  
21/7/24

(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
RANCHI-835103/रांची-835103

**ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....  
  
.....



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Lavindar Kachhera have joined today itself dated 03/07/24 for the post of Computer Operator in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Lavindar Kachhera

[Signature]

Registrar  
ए.एम.यू.  
Usha Martin University  
ए.एम.यू. विश्वविद्यालय  
Ranchi-835103/VI-8-855103



**USHA MARTIN  
UNIVERSITY**

Computer & AI Village  
New Argona Block Office  
Ranchi-Purulia Highway, Amara  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
reg@ushamartinuniversity.com

Ref:- UML/OL/050/24-25

Date:- 13/06/2024

To,

**Mr Madhusudan Das**  
Contact- 8092580155  
Email- [sudan21madhu@gmail.com](mailto:sudan21madhu@gmail.com)

**Dear Mr Madhusudan Das,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Computer Operator, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. 5,200 – ₹20,200 with AGP of Rs 2800/- on a monthly gross salary of Rs 18,000/- Per month.
3. Your date of joining is 16<sup>th</sup> July 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Perform data entry and maintain accurate digital records of student admissions, registrations, examinations, and academic details in the university database.
  - Manage and update the Learning Management System (LMS), including uploading study materials, notices, schedules, and ensuring smooth technical operation of online platforms.
  - Prepare reports, spreadsheets, and official documents related to student data, results, attendance, and administrative requirements.
  - Provide technical and computer-related support to staff and students, including troubleshooting basic system issues and assisting in online examination processes.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside U.M.U. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
**Registrar**  
**Usha Martin University**  
**(E-Mail - registrar@umu.ac.in)**

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
मिनामिनी रोड - 431003

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....  
M.....  
.....



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Madhusudan Das have joined today itself dated 16/07/24 for the post of Computer operator in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours faithfully

Registrar  
कुल राबिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103(रांची-835103)



Campus : At Village - Narayanpur,  
Near Angara Block Office,  
Ranchi Purulia Highway, Angara,  
Ranchi - 833103, Jharkhand  
(info: [crash@umau.ac.in](mailto:crash@umau.ac.in) &  
[registrar@umau.ac.in](mailto:registrar@umau.ac.in))

Ref: UMUR/OL/24-25/114

Date:- 16/06/2025

To,

**Mr Rishu Raj**  
Ranchi, Jharkhand  
Email - [anirua.kumar@umau.ac.in](mailto:anirua.kumar@umau.ac.in)  
Mobile - +91938 06358

**Dear Mr Rishu Raj,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Computer Executive, Center for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current cost to University would be band pay of **Rs. 9300 - 34800 with AGP of Rs. 4200/- on a monthly Gross salary of Rs. 12000/- per month.**
3. Your date of joining is **01/07/2025.**
4. You will be on probation for a period of one year; extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You are required to :

- Managed online learning platforms and student records.
- Provided technical support for online classes and exams.
- Maintained MIS reports and digital documentation.
- Coordinated with faculty for online academic activities.
- Handled data entry, correspondence, and IT support.

6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. You will not be relieved in between a semester.
14. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
15. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
16. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

17. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
18. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed:-
- a) Photocopies of all educational/professional qualification certificates and marks sheets.
  - b) Relieving certificate from the previous employer, if in Govt. service.
  - c) Four passport size photographs.
  - d) Medical fitness certificate from a registered medical practitioner
  - e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - f) Copy of Pan Card
  - g) Proof of age.
  - h) Bank Details ( Copy of front page of Pass book)
  - i) Salary drawn statement from last organisation (Salary slip / Bank statement)
19. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

  
(Dr. A.K. Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@usha.ac.in)

**ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

  
.....  
.....



USHA MARTIN  
UNIVERSITY  
Innovation, Inspiration & Endeavour

To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Rishu Raj have joined today itself dated  
01/07/25 for the post of Comp Exe. in the  
centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Registrar  
रजत रायन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/ए.टी.-835103



**USHA MARTIN  
UNIVERSITY**

Campus At Village - ...  
New Administrative Office,  
...  
Ranchi - 835103, Jharkhand  
...  
...@um.ac.in

Ref:- UMU/OL/048/24-25

Date:- 13/06/2024

To,

**Mr Karamchand Manjhi**  
Contact- 8580264832  
Email- karamchand0109@gmail.com

Dear Mr.Karamchand Manjhi,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Multi-Tasking Staff, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand**.
2. Your current remuneration would be band pay of Rs. 5,200 – ₹20,200 with AGP of Rs 2800/- on a monthly gross salary of Rs 21,000/- Per month.
3. Your date of joining is 18<sup>th</sup> July 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Handle routine office support tasks such as file movement, document distribution, photocopying, scanning, and maintaining records within the department.
  - Assist in arranging classrooms, online session setups, meetings, workshops, and examination-related logistics.
  - Maintain cleanliness and organization of office premises, store rooms, and record sections of the Centre.
  - Support administrative staff in day-to-day activities, including dispatch work, handling inward and outward correspondence, and providing general assistance as required.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)

20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
मुंबई ४००००८

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

Kalam Chand Mungla



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Karamchand Singh have joined today itself dated 18/07/2024 for the post of Multi-Tasking Staff in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully  
K. Singh

Registrar  
शुभ शर्मा  
Usha Martin University  
एनए मार्टिन विभागाध्यक्ष  
Ranchi-835102/एन-2-335103



Campus : At Village - Narayanpur,  
Near Angara Block Office,  
Ranchi-Purulia Highway, Angara-  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
registrar@umun.ac.in

Ref: UMU/R/OL/26-27/107

Date:- 17/03/2026

To,

Mr. Anurag Sarkar  
Dhanbad, Jharkhand  
Email – aarkaranurag1924@gmail.com  
Mobile – 9122382467

Dear Mr. Anurag Sarkar,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Assistant, Center for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current cost to University would be hand pay of **Rs. 9,300 - 34800 with AGP of Rs. 4200/- on a monthly Gross salary of Rs. 14000/- per month.**
3. Your date of joining is **19/03/2026.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You are required to:
  - Assist in online and distance education activities.
  - Maintain student records and documents.
  - Support LMS and online classes.
  - Coordinate with faculty and students.
  - Assist in compliance and reporting work.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. You will not be relieved in between a semester.
14. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
15. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
16. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
17. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential

information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceedings.

18. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- a) Photocopies of all educational/professional qualification certificates and marks sheets.
  - b) Relieving certificate from the previous employer, if in Govt. service.
  - c) Four passport size photographs.
  - d) Medical fitness certificate from a registered medical practitioner.
  - e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - f) Copy of Pan Card.
  - g) Proof of age.
  - h) Bank Details ( Copy of front page of Pass book)
  - i) Salary drawn statement from last organisation (Salary slip / Bank statement)


19. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

(Dr. Shiv Pratap Verma)  
Registrar  
Usha Martin University  
(E-Mail - registrar@um.ac.in)

#### **ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

  
.....  
.....



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT


Sir,

This is to inform you that I Anurag Saini have joined today itself dated  
10/03/26 for the post of Assistant in the  
centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

*Anurag*

  
Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/एडी-835103



Campus : At Village - Narayanpura,  
Near Angara Block Office,  
Ranchi-Purulia Highway, Angara,  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
registrar@umc.ac.in

Ref: UMUR/OE/24-25/056

Date:- 12/07/2024

To,

**Mr. Ganesh Mahto**  
Ranchi, Jharkhand  
Email - ganesh.mahto@umc.ac.in  
Mobile - : 9431584943

**Dear Mr. Ganesh Mahto,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Lab Technician, Center for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current cost to University would be band pay of **Rs. 9300 - 34800** with AGP of **Rs. 4200/- on a monthly Gross salary of Rs. 28000/- per month.**
3. Your date of joining is **15/07/2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You are required to:
  - Maintain laboratory equipment and systems.
  - Provide technical support for online practical sessions.
  - Assist in installation and troubleshooting of devices.
  - Maintain lab records and inventory.
  - Support faculty and students in technical activities.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. You will not be relieved in between a semester.
14. You should obtain approval of the University before applying to any University / Agency outside UML. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
15. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
16. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
17. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right

to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

18. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details ( Copy of front page of Pass book)
- i) Salary drawn statement from last organisation (Salary slip / Bank statement)

19. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. AK Mishra)  
Registrar  
Usha Martin University  
(E-Mail - [REGISTRAR@UMU.AC.IN](mailto:REGISTRAR@UMU.AC.IN))

#### **ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.



.....



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Suresh Mohite have joined today itself dated 18/07/24 for the post of Lab Tech. in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Registrar  
रजिस्ट्रार  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



Campus : AI Village - Narayanpuri,  
Near Angara Block Office,  
Ranchi-Pilbuda Highway, Angara,  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
mp@ushamartinuniversity.com

Ref: UMU/R/OL/24-25/108

Date:- 12/07/2024

To,

Ms Anima Kumari  
Ranchi, Jharkhand  
Email – anima.kumari@umu.ac.in  
Mobile – : 62038 06358

Dear Ms Anima Kumari,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Lab Technician, Center for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current cost to University would be band pay of Rs. 9300 - 34800 with AGP of Rs. 4200/- on a monthly Gross salary of Rs. 14000/- per month.
3. Your date of joining is 15/07/2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You are required to :
  - Maintain laboratory equipment and systems.
  - Provide technical support for online practical sessions.
  - Assist in installation and troubleshooting of devices.
  - Maintain lab records and inventory.
  - Support faculty and students in technical activities.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. You will not be relieved in between a semester.
14. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
15. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
16. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
17. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential

information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

18. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- a) Photocopies of all educational/professional qualification certificates and marks sheets.
  - b) Relieving certificate from the previous employer, if in Govt. service.
  - c) Four passport size photographs.
  - d) Medical fitness certificate from a registered medical practitioner
  - e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - f) Copy of Pan Card
  - g) Proof of age.
  - h) Bank Details ( Copy of front page of Pass book)
  - i) Salary drawn statement from last organisation (Salary slip / Bank statement)
19. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

  
(Dr. A.K. Mishra)  
Registrar  
Usha Martin University  
(E-Mail - [registrar@umun.ac.in](mailto:registrar@umun.ac.in))

#### ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

  
.....  
.....



To,

The Registrar  
Usha Martin University  
Ranchi

Subject - JOINING REPORT

Sir, -

This is to inform you that I Anima Kumari have joined today itself dated 15-07-2024 for the post of Lab Technician (CCS) in the

centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully  
Anima

Registrar  
कुल सचिव  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835102/रांची-835102



Campus : At Village - Narayanecro,  
Near Angita Block Office,  
Ranchi-Purulia Highway, Angara,  
Ranchi - 835103, Jharkhand  
In: [usha@ushamartinuniversity.com](mailto:usha@ushamartinuniversity.com) &  
[registrar@ushamartinuniversity.com](mailto:registrar@ushamartinuniversity.com)

Ref: UMU/R/OL/24-25/108

Date:- 12/07/2024

To,

**Ms Renu Kumari**  
Ranchi, Jharkhand  
Email -  
Mobile - : 73689 69133

**Dear Ms Renu Kumari,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Lab Technician, Center for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current cost to University would be band pay of **Rs. 9300 - 34800 with AGP of Rs. 4200/- on a monthly Gross salary of Rs. 16000/- per month.**
3. Your date of joining is **15/07/2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You are required to :
  - Maintain laboratory equipment and systems.
  - Provide technical support for online practical sessions.
  - Assist in installation and troubleshooting of devices.
  - Maintain lab records and inventory.
  - Support faculty and students in technical activities.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. You will not be relieved in between a semester.
14. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
15. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
16. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
17. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential

information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

18. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- a) Photocopies of all educational/professional qualification certificates and marks sheets.
  - b) Relieving certificate from the previous employer, if in Govt. service.
  - c) Four passport size photographs.
  - d) Medical fitness certificate from a registered medical practitioner
  - e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - f) Copy of Pan Card
  - g) Proof of age.
  - h) Bank Details ( Copy of front page of Pass book)
  - i) Salary drawn statement from last organisation (Salary slip / Bank statement)
19. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. A.K. Mishra)  
Registrar  
Usha Martin University  
(E-Mail - [registrar@umun.ac.in](mailto:registrar@umun.ac.in))

#### **ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.



.....



USHA MARTIN  
UNIVERSITY

Institution Development & Ethics

To,

The Registrar  
Usha Martin University  
Ranchi

Subject - JOINING REPORT

Sir,

This is to inform you that I Prerna Mishra have joined today itself dated  
15-07-2024 for the post of Lab Technician (CSE) in the  
centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Registrar  
शुभ चरित  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



**USHA MARTIN  
UNIVERSITY**

Campus : At Village - Nandurbar,  
Near Angam Block Office,  
Bilaspur-Patna Highway, Angam,  
Distt. - Bilaspur, Jharkhand  
Ph: 915295 114000  
mailto:admission@umuniv.ac.in  
http://www.umuniv.ac.in

Ref:- UMU/OL/054/24-25

Date:- 13/06/2024

To,

**Mr Ranjit Mitra**  
Contact- 9162152422  
Email- [ranjit.mitra@umuniv.ac.in](mailto:ranjit.mitra@umuniv.ac.in)

**Dear Mr Ranjit Mitra,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Multi-Tasking Staff, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. 5,200 – ₹20,200 with AGP of Rs 2800/- on a monthly gross salary of Rs 19,500/- Per month.
3. Your date of joining is 15<sup>th</sup> July 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for:
  - Handle routine office support tasks such as file movement, document distribution, photocopying, scanning, and maintaining records within the department.
  - Assist in arranging classrooms, online session setups, meetings, workshops, and examination-related logistics.
  - Maintain cleanliness and organization of office premises, store rooms, and record sections of the Centre.
  - Support administrative staff in day-to-day activities, including dispatch work, handling inward and outward correspondence, and providing general assistance as required.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UML. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any

purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details ( Copy of front page of Pass book)
- i) Salary drawn statement from last organisation (Salary slip / Bank statement)

20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
**Registrar**  
**Usha Martin University**  
**(E-Mail - registrar@umu.ac.in)**

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
महाराष्ट्र

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

Ranjit Mitra



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Rajesh Kumar have joined today itself dated 15-07-2024 for the post of MULTI-Tasking Staff in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Rajesh Kumar

[Signature]

Registrar  
शुभ शर्मा  
Usha Martin University  
एशा मार्टिन विश्वविद्यालय  
Ranchi-835103/रांची-835103



**USHA MARTIN  
UNIVERSITY**

Usha Martin University  
New Anpara Road, Udaipur  
Rajasthan-315001, India  
Phone: +91 1462 222222  
www.ushamartinuniversity.ac.in  
info@ushamartinuniversity.ac.in

Ref:- UMU/OL/039/24-25

Date:- 27/05/2024

To,

**Dr. Lokesh Kumar**  
Ranchi, Jharkhand  
Contact- 97719 40561  
Email- lokesh@umu.ac.in

Dear Dr. Lokesh Kumar,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Deputy Director, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. 15,600 – ₹39,100 with AGP of Rs 76,00/- on a monthly gross salary of Rs 54,600/- Per month.
3. Your date of joining is 06<sup>th</sup> June 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for
  - Overseeing the planning, implementation, and compliance of Open Learning (OL) programmes as per UGC-DEB regulations.
  - Ensuring academic quality, coordinating with departments and regulatory bodies.
  - Monitoring programme delivery, learner support, and reporting requirements.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicator developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner.
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card.
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.
- If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
**Registrar**  
**Usha Martin University**  
**(E-Mail - registrar@umu.ac.in)**

Registrar  
Usha Martin University  
U-10, Sector-10, Gurgaon  
Haryana-122002

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

L. Kesh K.



To

The Registrar  
Usha Martin University  
Raichal

Subject - JOINING REPORT

Sir,

This is to inform you that I Chandrasekhar have joined under their name  
86-86-2852 for the post of Dy - Director in the  
course for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Yours faithfully

Chandrasekhar

Chandrasekhar

Registrar  
Usha Martin University  
Raichal



**USHA MARTIN  
UNIVERSITY**

Campus : A Village - Singhpur  
Near Angana Block Office  
Ranchi-Purulia Highway, Angana  
Ranchi - 831005, Jharkhand  
www.ushamartinuniversity.ac.in  
22261674100000000000

Ref:- UMU/OL/038/24-25

Date:- 27/05/2024

To,

**Dr. Amit Kumar Prasad**  
Ranchi, Jharkhand  
Contact- 82298 14271  
Email- amtkaran5@gmail.com

**Dear Dr. Amit Kumar Prasad,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Assistant Director, Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. 15,600 – ₹39,100 with AGP of Rs 5600/- on a monthly gross salary of Rs 44,250/- Per month.
3. Your date of joining is 06<sup>th</sup> June 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :

- Supporting the execution and administration of ODL programmes, including documentation, regulatory compliance, student support coordination/maintenance of records as per UGC-DEB norms.
- Assisting in communication with stakeholders and smooth operational management of ODL activities.

6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement.)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.
- If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....  
*Amit Kumar*  
.....



USHA MARTIN  
UNIVERSITY

Inclusing, Deenabandhu, J. 83600

To,

The Registrar  
Usha Martin University  
Ranchi

Subject - JOINING REPORT

Sir,

This is to inform you that I Arjit Kaur Pasand have joined today itself dated

06-06-2024 for the post of Assistant Director in the

centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Arjit

[Signature]

Registrar  
शुभ शर्मा  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
Ranchi-836103/रांची-836103



Campus : At Village - Narayanpur,  
Near Angara Block Office,  
Ranchi-Pardha Highway, Angara,  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
registrar@umtu.ac.in

Ref. No. UMU/OL/24-25/110

Date: 23/07/2024

To,

Dr. Naghma Khatoun  
Ranchi, Jharkhand  
Email - [nkhatoun@umtu.ac.in](mailto:nkhatoun@umtu.ac.in)  
Mobile - 88639 87861

Dear Dr. Naghma Khatoun,

This is to inform you that, in addition to your existing duties and responsibilities in the CDOE, you are hereby assigned the additional responsibility of **Technology Coordinator (Academic)**, CDOE, Usha Martin University, Ranchi, with effect from 26/07/2024.

As Technology Coordinator, you will be responsible for coordinating technology-related activities, supporting online learning systems, ensuring smooth digital operations, and assisting in the implementation and monitoring of online education processes of the University.

You are expected to carry out the above responsibilities sincerely and efficiently along with your present assignment. All other terms and conditions of your appointment shall remain unchanged.

We appreciate your continued support and contribution towards the growth of the University.

  
Registrar

Usha Martin University





To,

The Registrar  
Usha Martin University  
Ranchi

Subject - JOINING REPORT

Sir,

This is to inform you that I Naghma Ishaq have joined today itself dated 26-07-2024 for the post of Technology Coordinator in the centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully



Campus : At Village - Narayanpura,  
Near Angara Block Office,  
Ranchi-Purulia Highway, Angara,  
Ranchi - 835103, Jharkhand  
Info@usmartinuniversity.com &  
registrati@usma.ac.in

Ref: UMU/RO/26-27/035

Date:- 23/03/2026

To,

Mr Vedant Raj  
Ranchi, Jharkhand  
Email – vrjulsreshtha@gmail.com  
Mobile – : 9639989757

Dear Mr Vedant Raj,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Coordinator (Moodle Developer)**, **Center for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand**.
2. Your current cost to University would be band pay of **Rs. 37400 - 67000 with AGP of Rs. 9000/- on a monthly Gross salary of Rs. 87500/- per month**.
3. Your date of joining is **25/03/2026**.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. As Technology Coordinator, you will be responsible for coordinating technology-related activities, supporting online learning systems, ensuring smooth digital operations, and assisting in the implementation and monitoring of online education processes of the University.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.

8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. You will not be relieved in between a semester.
14. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
15. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
16. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
17. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right

to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

18. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -

- a) Photocopies of all educational/professional qualification certificates and marks sheets.
- b) Relieving certificate from the previous employer, if in Govt. service.
- c) Four passport size photographs.
- d) Medical fitness certificate from a registered medical practitioner
- e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
- f) Copy of Pan Card
- g) Proof of age.
- h) Bank Details ( Copy of front page of Pass book)
- i) Salary drawn statement from last organisation (Salary slip / Bank statement)

19. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

(Dr. S.P. Verma)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umun.ac.in)

#### **ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....  
  
.....



USHA MARTIN  
UNIVERSITY

Deemed to be University, Ranchi, Jharkhand, India

To,

The Registrar

Usha Martin University

Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Vedant Raj have joined today itself dated

25-07-2026 for the post of Technology Coordinator in the

centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

V. Raj



USHA MARTIN  
UNIVERSITY

Campus : At Village - Saranagar,  
Near Airport Block Office,  
Roads - Paradise Highway, Airport,  
Ranchi - 835 003, Jharkhand.  
www.ushamartinuniversity.com  
info@ushamartinuniversity.com

Ref:-UMU/OL/039/24-25

Date:-11/06/2024

To,

Dr. Rupa Kumari  
Ranchi, Jharkhand  
Contact- 9031265547  
Email- rupa.kumari@umu.ac.in

Dear Dr. Rupa Kumari,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Manager (Production) Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. 15,600 – ₹39,100/- with AGP of Rs 6600/- on a monthly gross salary of Rs 53,650/- Per month.
3. Your date of joining is 02<sup>nd</sup> July 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Oversee the production of digital learning content, including video lectures, e-study materials, recordings, editing, and final publishing for distance and online programs.
  - Manage studio operations, recording schedules, technical equipment, and ensure high-quality audio-visual output as per university standards.
  - Coordinate with faculty members, content developers, and technical teams to plan, review, and finalize course materials within timelines.
  - Ensure proper storage, backup, archiving, and timely uploading of produced content on the Learning Management System (LMS) and other university platforms.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal

cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)

20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
मुंबई-४०००७५

**ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

*Rupa*  
.....  
.....



USHA MARTIN  
UNIVERSITY  
Technology, Innovation & Ethics

To,

The Registrar

Usha Martin University

Ranchi

Subject - JOINING REPORT

Sir,

This is to inform you that I Rupa have joined today itself dated

02-07-2024 for the post of Technical manager (Production) in the

centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully



USHA MARTIN  
UNIVERSITY

Campus: Usha Martin - New Building  
Near: Vardaan Block Office  
Block: Pancha Hanuady, Bagura  
Ranchi - 834005, Jharkhand  
Website: [www.ushamartin.ac.in](http://www.ushamartin.ac.in)  
Phone: 0656-2611111

Ref- UMU/OL/085/24-25

Date- 24/06/2024

To,

Mr Amit Kumar  
Ranchi, Jharkhand  
Contact- 95763 33477  
Email- amit.kumar@um.ac.in

Dear Mr Amit Kumar,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Associate (Audio-Video Recording & Editing)**, Centre for Distance and Online Education of the University on the following terms and conditions-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current Cost to University would be lump sum of Rs. 15,900 – 39100 with AGP of Rs 6000/- on a monthly gross salary of Rs 35,000/- Per month.
3. Your date of joining is 03<sup>rd</sup> July 2024
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for assisting the director in ensuring smooth implementation of ODL/Online programs and maintaining compliance with regulatory norms.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicator developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service at the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.

*Handwritten signature*

10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right

to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.

19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner.
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)

20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.

  
31/7/24  
(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umug.ac.in)  
copy -  
Usha Martin University  
Registrar

#### ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....

.....

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....*Amit Kumar*.....

.....



USHA MARTIN  
UNIVERSITY

Institution Transformation & Education

To,

The Registrar

Usha Martin University

Ranchi

Subject - JOINING REPORT

Sir,

This is to inform you that I Amit Kumar have joined today itself dated

3/07/2024 for the post of Technical Associate (Audio-Video) in the  
centre for Distance & Online Education of Usha Martin University. *30 coding and editing*

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

*Amit*



**USHA MARTIN  
UNIVERSITY**

**Campus : At Village - Narayansoso,  
Near Angara Block Office,  
Ranchi-Purulia Highway, Angara,  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
registrar@umu.ac.in**

**Ref:- UMU/OL/099/24-25**

**Date:- 24/06/2024**

To,

**Mr. Arjun Mehta  
Ranchi, Jharkhand  
Contact- 91100 87875  
Email- amehta@umu.ac.in**

**Dear Mr. Arjun Mehta,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Associate (Audio-Video recording and editing)**, Centre for Distance and Online Education of the University on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be band pay of Rs. 9,300/- –34,800/- with AGP of Rs 4800/- on a monthly gross salary of Rs 27,000/- Per month.
3. Your date of joining is **03<sup>rd</sup> July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for assisting the director in ensuring smooth implementation of ODL/Online programs and maintaining complians with regulatory norms.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.

9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card.
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.
- If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



Registrar  
उषा मार्टो  
Usha Marto University  
उषा मार्टो विश्वविद्यालय  
फ़ोन: 0255753910-235123

**ACCEPTANCE**

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

A handwritten signature, "A. Taylor", is written in black ink over a horizontal dotted line. The signature is slanted upwards to the right. A second dotted line is positioned below the first one.



To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Arjun Mehta have joined today itself dated

03/07/2024 for the post of Technical Associate in the  
(Audio-Video recording)  
centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Arjun



**USHA MARTIN  
UNIVERSITY**

Campus: A Village - New Campus,  
Near Airport Block Office,  
Ranchi-Patna Highway, Airport  
Ranchi - 835 102, Jharkhand  
Official Information: [info@um.ac.in](mailto:info@um.ac.in)  
<http://www.um.ac.in>

Ref:- UMU/OL/053/24-25

Date:-13/06/2024

To,

**Mr Ramesh Munda**  
Contact- 95341 30877  
Email- [ramesh.munda@um.ac.in](mailto:ramesh.munda@um.ac.in)

Dear Mr Ramesh Munda,

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Assistant (Audio-Video Editing) Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be band pay of Rs. **₹9,300 – ₹34,800** with AGP of **₹4,200/-** on a monthly gross salary of Rs. **27,500/-** Per month.
3. Your date of joining is **02<sup>nd</sup> July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :

- Assist in processing online and offline admissions, verifying student documents, updating admission data, and maintaining accurate enrollment records in the university system.
- Support the examination process by preparing student lists, generating admit cards, coordinating exam schedules, and ensuring proper data entry of examination details.
- Compile, verify, and update examination results in the database, and assist in preparing result reports and official notifications.
- Coordinate with academic and administrative departments to ensure smooth execution of admission, examination, and result-related activities while maintaining confidentiality and data accuracy.

6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to

competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

- C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.
- If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
**Registrar**  
**Usha Martin University**  
**(E-Mail - registrar@umu.ac.in)**

Registrar  
Usha Martin University  
Usha Martin University  
Usha Martin University  
Usha Martin University

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

*R. M. Munde*  
.....  
.....





**USHA MARTIN  
UNIVERSITY**

Campus : At Village - Baramulla  
Near Airport Block Office  
Ranchi-Patna Highway, Airport  
Ranchi - 834001, Jharkhand  
Phone: 06562510000/06562510001  
http://www.umu.ac.in

Ref:- UMU/OL/046/24-25

Date:-11/06/2024

To,

**Mr Binayak Roy Choudhary**  
Contact- 870 972 5096  
Email- bkchoudhary@umu.ac.in

**Dear Mr Binayak Roy Choudhary,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Manager (LMS and Data Management)**, Centre for Distance and Online Education of the University on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be band pay of **Rs. 15,600 – ₹39,100 with AGP of Rs 7600/- on a monthly gross salary of Rs 38,000/- Per month.**
3. Your date of joining is **02<sup>nd</sup> July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Oversee the management and maintenance of the Learning Management System (LMS), university website, servers, and other digital platforms used for distance and online education.
  - Ensure smooth conduct of virtual classes, webinars, and online examinations by managing technical infrastructure and resolving system-related issues promptly.
  - Supervise technical staff, assign tasks, monitor performance, and ensure proper implementation of IT policies and data security measures.
  - Coordinate with academic and administrative departments to develop, upgrade, and implement new digital tools, software, and technology solutions for effective online learning.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

- C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.
- If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
उषा मार्टिन  
Usha Martin University  
उषा मार्टिन विश्वविद्यालय  
पता: 222222-222222

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....  
*Binyak P. Ch.*  
.....



USHA MARTIN  
UNIVERSITY

Industry, Innovation & Ethics

To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Binayak Raj Choudhary have joined today itself dated

2/7/24

for the post of Technical manager (IT and  
in the  
data management)

centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Binayak



**USHA MARTIN  
UNIVERSITY**

Campus - 87 Village - Jharkhand  
Near Airport Block Office  
Ranchi - Parvati Highway, Airport  
Ranchi - 835103, Jharkhand  
info@ushamartinuniversity.com &  
http://ushamartinuniversity.ac.in

Ref:- UMU/OL/043/24-25

Date:- 13/06/2024

To,

**Mr Ajay Kumar**  
Contact- 90060 33955  
Email- ajaykumar@umg.ac.in

**Dear Mr Ajay Kumar,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Assistant (LMS and Data Management)**, Centre for Distance and Online Education of the University on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. ₹9,300 – ₹34,800 with AGP of ₹4,200/- on a monthly gross salary of Rs 35,000/- Per month.
3. Your date of joining is 02<sup>nd</sup> July 2024.
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Manage and maintain the Learning Management System (LMS), including uploading course materials, creating user accounts, updating schedules, and monitoring system functionality.
  - Perform accurate data entry and maintain digital records related to admissions, enrollment, attendance, examinations, and student performance.
  - Generate reports, analyze academic and administrative data, and ensure proper backup and data security as per university guidelines.
  - Provide technical support to faculty and students in accessing the LMS, troubleshooting login issues, and assisting during online classes and examinations.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UML. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any

purpose other than in the discharge of your duties under the terms of your employment.

- C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
Usha Martin University  
Usha Martin University  
Usha Martin University  
Usha Martin University

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

 Kr



USHA MARTIN  
UNIVERSITY  
Institution, Innovation & Ethics

To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Ajay Kumar have joined today itself dated  
2/7/2024 for the post of Technic of Assistant (LDC and in the Dept<sup>o</sup>)

centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully,



**USHA MARTIN  
UNIVERSITY**

Campus : Village - Naryanpur  
New Sports Block (H/O)  
Jawahar Road, H/O  
Ranchi - 834003, Jharkhand  
Admission@umuniversity.ac.in  
0661-2611000/1001

Ref:- UMU/OL/044/24-25

Date:- 13/06/2024

To,

**Mr Anil Kumar**

Contact- 88041 30093

Email- anilkumar16021992@gmail.com

**Dear Mr Anil Kumar,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Assistant (LMS and Data Management), Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be band pay of **Rs. 19,300 – 234,800 with AGP of 24,200/- on a monthly gross salary of Rs 20,000/- Per month.**
3. Your date of joining is **02<sup>nd</sup> July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for :
  - Manage and maintain the Learning Management System (LMS), including uploading course materials, creating user accounts, updating schedules, and monitoring system functionality.
  - Perform accurate data entry and maintain digital records related to admissions, enrollment, attendance, examinations, and student performance.
  - Generate reports, analyze academic and administrative data, and ensure proper backup and data security as per university guidelines.
  - Provide technical support to faculty and students in accessing the LMS, troubleshooting login issues, and assisting during online classes and examinations.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to

competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

- C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card.
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.
- If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
उषा मार्टिन  
Usha Martin University  
उमि नर्सिंग कॉलेज  
मन्दाकिनी नदी, अजमेर

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....  
*Amel K...*  
.....



USHA MARTIN  
UNIVERSITY  
Inches, Jharkhand & India

To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Anil Kumar have joined today itself dated  
2/7/2024 for the post of Technical Assistant in the Centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Anil



**USHA MARTIN  
UNIVERSITY**

Campus : At Village  
Near Airport Block Road,  
Ranchi Purulia Highway, Jharkhand,  
Ranchi - 833101, India  
Phone: 91-94301-20000  
www.ushamartinuniversity.ac.in

Ref:- UMU/OL/052/24-25

Date:-11/06/2024

To,

**Mr Mithilesh Kumar**  
Contact- 91224 12334  
Email- mkumar@umu.ac.in

**Dear Mr Mithilesh Kumar,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Manager (Admission, Examination and Result), Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be fixed pay of Rs. 15,600 – ₹39,100 with AGP of Rs. 7600/- on a **monthly gross salary of Rs 35,100/- Per month.**
3. Your date of joining is **02<sup>nd</sup> July 2024.**
4. You will be on probation for a period of **one year**, extendable by a maximum period of **one more year** in case of unsatisfactory performance.
5. You will be responsible for :
  - Oversee the management and maintenance of the Learning Management System (LMS), university website, servers, and other digital platforms used for distance and online education.
  - Ensure smooth conduct of virtual classes, webinars, and online examinations by managing technical infrastructure and resolving system-related issues promptly.
  - Supervise technical staff, assign tasks, monitor performance, and ensure proper implementation of IT policies and data security measures.
  - Coordinate with academic and administrative departments to develop, upgrade, and implement new digital tools, software, and technology solutions for effective online learning.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.

- C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.
18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets.
  - Relieving certificate from the previous employer, if in Govt. service.
  - Four passport size photographs.
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age.
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.
- If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
Usha Martin University  
Usha Martin University  
Usha Martin University  
Usha Martin University

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

Mishra, S. K.



USHA MARTIN  
UNIVERSITY

Inclusion, Innovation & Ethics

To,

The Registrar

Usha Martin University

Ranchi

Subject— JOINING REPORT

Sir,

This is to inform you that I Mithibachh Kamal have joined today itself dated

2/7/2024 for the post of Technical manager (Admission,  
in the  
Examination & Record)  
centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Mithibachh



**USHA MARTIN  
UNIVERSITY**

**Campus:** At Village - Saran  
Near Algaia Block Office,  
Pochhi-Purulia Highway, Algaia  
Ranchi - 835101, Jharkhand  
www.ushamartin.ac.in  
Phone: 06592200000

**Ref:- UMU/OL/051/24-25**

**Date:- 13/06/2024**

To,

**Mr Manish Kumar**  
Contact- 97982 25186  
Email- manish.kumar@umu.ac.in

**Dear Mr. Manish Kumar,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Assistant (Admission, Examination and Result) Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at **Ranchi, Jharkhand.**
2. Your current remuneration would be band pay of Rs. ₹9,300 – ₹34,800 with AGP of ₹4,200/- on a monthly gross salary of Rs 25,000/- Per month.
3. Your date of joining is **02<sup>nd</sup> July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for
  - Assist in processing online and offline admissions, verifying student documents, updating admission data, and maintaining accurate enrollment records in the university system.
  - Support the examination process by preparing student lists, generating admit cards, coordinating exam schedules, and ensuring proper data entry of examination details.
  - Compile, verify, and update examination results in the database, and assist in preparing result reports and official notifications.
  - Coordinate with academic and administrative departments to ensure smooth execution of admission, examination and result-related activities while maintaining confidentiality and data accuracy.

6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.
7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any

purpose other than in the discharge of your duties under the terms of your employment.

**C. Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
- Photocopies of all educational/professional qualification certificates and marks sheets,
  - Relieving certificate from the previous employer, if in Govt. service,
  - Four passport size photographs,
  - Medical fitness certificate from a registered medical practitioner
  - Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - Copy of Pan Card
  - Proof of age,
  - Bank Details ( Copy of front page of Pass book)
  - Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



(Dr. Anil Kumar Mishra)  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
Usha Martin University  
Usha Martin University  
Usha Martin University

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

Mawinb Kumar



USHA MARTIN  
UNIVERSITY  
Inclusion, Innovation & Ethics

To,

The Registrar  
Usha Martin University  
Ranchi

Subject – JOINING REPORT

Sir, -

This is to inform you that I Manish Ramati have joined today itself dated 2/7/2024 for the post of Technical Assistant (Admission, in the Examination) centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Manish



**USHA MARTIN  
UNIVERSITY**

Campus : Se Village - Newson Road,  
Near Angara Block Office,  
Bhubaneswar, Odisha, India  
Phone : 870 973 6961  
Email : [admission@umt.ac.in](mailto:admission@umt.ac.in)  
[www.umt.ac.in](http://www.umt.ac.in)

Ref:- UMU/OL/045/24-25

Date:-13/06/2024

To,

**Mr Ashish Kumar Vicky**  
Contact- 870 973 6961  
Email- [ashish.kumar@umt.ac.in](mailto:ashish.kumar@umt.ac.in)

**Dear Mr Ashish Kumar Vicky,**

With reference to your application and subsequent approval and recommendations of the Selection Committee, we are pleased to appoint you as **Technical Assistant (Admission, Examination and Result) Centre for Distance and Online Education of the University** on the following terms and conditions:-

1. You will ordinarily be located at Ranchi, Jharkhand.
2. Your current remuneration would be band pay of Rs. 19,300 – 234,800 with AGP of **₹4,200/- on a monthly gross salary of Rs. 35,000/- Per month.**
3. Your date of joining is **02<sup>nd</sup> July 2024.**
4. You will be on probation for a period of one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
5. You will be responsible for:
  - Assist in processing online and offline admissions, verifying student documents, updating admission data, and maintaining accurate enrollment records in the university system.
  - Support the examination process by preparing student lists, generating admit cards, coordinating exam schedules, and ensuring proper data entry of examination details.
  - Compile, verify, and update examination results in the database, and assist in preparing result reports and official notifications.
  - Coordinate with academic and administrative departments to ensure smooth execution of admission, examination, and result-related activities while maintaining confidentiality and data accuracy.
6. An outcome based performance appraisal shall be conducted every year of completed service, actual date would vary depending upon the period of performance appraisal cycle. Your performance would be judged as per the academic performance indicators developed by the University based on UGC norms.

7. You will be paid no salary in case you leave the service of the University within one month of your joining or within probation period on your own accord. You will have to serve a notice period of one month or salary in lieu thereof in case you leave the service on your own accord during probation period. However, if the management terminates your service within one month, you will be paid salary up to the date of your termination.
8. During your entire tenure with the University, you will devote full attention to safeguard the interest of the University. You will maintain complete confidentiality regarding the affairs of the University and the information entrusted to you during your tenure.
9. During the course of your service in the University, you will not engage yourself in any other trade, business or profession without written permission of the Board of Management.
10. You will be responsible for the safekeeping and return in good condition and order all University property entrusted to your care and charge.
11. You will inform the University expeditiously about any change in your contact details recorded in the University.
12. You will abide by the standing order and service rules and regulations of the University in force from time to time.
13. Your service may be terminated at any time during the period of probation without any notice or payment in lieu thereof. After confirmation, your service can be terminated by either side by giving, to the other party, three month's notice or three month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services.
14. You will not be relieved in between a semester.
15. You should obtain approval of the University before applying to any University / Agency outside UMU. Those failing to do so will not be relieved without serving the notice period as stipulated in the appointment letter.
16. You shall retire from the services of the University on attaining the age of superannuation as determined from time to time. For this purpose, the official record of your age with the University shall be treated as final. The age limit, however, can be raised by mutual agreement.
17. Confidential Information: -
  - A. **Definition:** During the course of your employment with the University, you may come across or become privy to information in documentary, electronic and/or oral form relating to the University, its associates, their business plans, strategies, processes, systems, intellectual property rights (IPRs), financial information, course development, pedagogy and other materials (collectively described as "Confidential Information")
  - B. **Obligations:** The Obligation contained here shall survive the termination of this agreement. The Obligation shall include, but not be limited to the following: You shall not at any time make copy, take possession, disclose or divulge or make public any confidential information to any person including but not restricted to competitor(s) of the University nor use such confidential information for any purpose other than in the discharge of your duties under the terms of your employment.
  - C. **Return of confidential information:** Upon any termination of your employment or cessation of your association with the University for any reason, you shall

immediately turn over to the University any confidential information. You shall have no right to retain any copies of any confidential information for any reason whatsoever after termination of your employment or cessation of your association with the University without its express written consent.

18. If you indulge in any act or omission amounting to fraud or dishonesty, embezzlement, misrepresentation, misappropriation of funds, thefts or other unethical activities or have conducted yourself in a manner inappropriate to your position in the University and which is prejudicial to the interest of the University, or do not adhere to the confidential information security requirements of the University, the University shall have the right to terminate your services with immediate effect, without prejudice to any of its other rights including the right to pursue civil or criminal proceeding.
19. It is mandatory to submit self-attested copies of the following documents at the time of reporting for duty, failing which your joining will be delayed: -
  - a) Photocopies of all educational/professional qualification certificates and marks sheets.
  - b) Relieving certificate from the previous employer, if in Govt. service.
  - c) Four passport size photographs.
  - d) Medical fitness certificate from a registered medical practitioner
  - e) Address/Residential proof (Any one of the following: - Voter ID, Driving License or any other address proof issued by Govt. authority)
  - f) Copy of Pan Card
  - g) Proof of age.
  - h) Bank Details ( Copy of front page of Pass book)
  - i) Salary drawn statement from last organisation (Salary slip / Bank statement)
20. In the event of your having furnished false information, documents, testimonials or credentials, your service shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appropriate is acceptable to you on the terms and conditions mentioned above, please signify your acceptance by signing the duplicate copy of the letter.



**(Dr. Anil Kumar Mishra)**  
Registrar  
Usha Martin University  
(E-Mail - registrar@umu.ac.in)

Registrar  
Usha Martin University  
Usha Martin University  
Usha Martin University  
Usha Martin University

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

.....  
*Ashub*  
.....



USHA MARTIN  
UNIVERSITY

Inclusion, Innovation & Ethics

To,

The Registrar

Usha Martin University

Ranchi

Subject – JOINING REPORT

Sir,

This is to inform you that I Abhishek Kumar Vicky have joined today itself dated

02/07/2024 for the post of Technical Assistant (Admission, Examination)

centre for Distance & Online Education of Usha Martin University.

I assure that I will be doing all my work effectively and efficiently.

Your's faithfully

Abhishek Kumar Vicky

  
Registrar

कुल सचिव

Usha Martin University

उषा मार्टिन विश्वविद्यालय

Ranchi-835102/रांची-835103