

SYMBIOSIS

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D.
(Awarded Padma Bhushan and Padma Shri by President of India)



Celebrating 50 Years of Excellence

Dr. Vidya Yeravdekar, M.D., LL.B., Ph.D.
Principal Director

Ref: S/P/179

Date: January 10, 2022

To,
Ms. Shradha D. Mohite
Bahirevadi, Maruti Mandir
Javal, Kurundwad,
Kolhapur – 416106.

Sub. : Appointment Letter

Dear Ms. Mohite,

We welcome you to the Symbiosis Family.

I am glad to inform you that you are appointed as 'Lab Technician' in Symbiosis School Biological Sciences - Symbiosis Center for Stem Cell Research (SSBS - SCSCR), Pune on contract basis for a period of one year from 10.01.2022 to 09.01.2023 on the following terms and conditions.

1) Nature of appointment :

1.1) You have been appointed on full time post of 'Lab Technician'.

2) Salary and other benefits :

2.1) The details of your salary and other benefits are attached in Annexure 'A'

3) Other Terms and Conditions :

3.1) You will be a full time employee of the Symbiosis and shall not engage yourself anywhere full time / part time either honorary or otherwise, except with prior permission of the Principal Director, Symbiosis.

3.2) Your services are transferable to any other College / Institute of Symbiosis.

3.3) You shall be governed by the rules, regulations, statutes, code of conduct, ordinances, notifications and office orders in force and as amended from time to time by the Management of Symbiosis in relation to your duties, responsibilities, assignments and day to day functioning.

3.4) You shall have to acquire the qualifications as prescribed by the Management of Symbiosis from time to time.

3.5) You will be allowed to join duties on submission of following documents and your appointment shall be provisional and conditional pending submission of these documents.

(a) Relieving letter / Discharge Certificate from previous employer (if any).

(b) Fitness Certificate from Symbiosis Center of Health Care.

(c) Certified true copies of relevant testimonials such as certificates of qualifications, mark sheets, date of birth certificate, experience certificate, last pay certificate, caste certificate (if applicable), change of name certificate (if any) etc.

(d) Reference letter from any eminent person from your field.

3.6) You are required to give correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Management of Symbiosis. It will be presumed that any letter sent by Registered Post Acknowledgement on the address given shall be deemed to have been received, acknowledged and signed by you.

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Principal Director

- 3.7) Your appointment can be terminated, at any time, by either side, by giving a notice of one month or by paying salary of one month in lieu thereof, without assigning any reason.
 - 3.8) You will be required to give an undertaking for confidentiality & non-disclosure as per HR policy of Symbiosis.
 - 3.9) If you are found absent continuously for more than thirty days without prior written permission, your services shall stand terminated automatically.
 - 3.10) If you are found guilty of violation of any terms and conditions, you shall be liable for disciplinary action and punishment as decided by the Management of Symbiosis as provided for in the statutes, rules and regulations.
 - 3.11) One month prior to the expiry of the period your performance will be reviewed for a possible renewal of appointment, subject to satisfactory performance, over and above the regular appraisals done from time to time. In absence of any such process your services will end on completion of the period of appointment.
 - 3.12) On expiry of the period of appointment and in the event of termination of appointment in any manner whatsoever, you shall not claim any lien or any right to be continued or automatic reappointment to the said post.
 - 3.13) On termination of this appointment, for whatever cause / reason, you shall hand over the charge of your post to a duly authorized person after clearing all dues, books, records and such other articles belonging to Symbiosis as may be due from you. The Management of Symbiosis shall issue necessary relieving / discharge certificate only after compliance of this requirement.
- 4) You shall not be entitled to any reimbursement of relocation expenses for joining against this appointment letter.
 - 5) The matters not specifically mentioned in this letter in respect of your appointment shall be decided on merit by the Management of Symbiosis and the decision shall be binding on you.

Yours sincerely,

Signature valid

Digitally Signed by VIDYA RAJIV
YERAVDEKAR
Date: 2022.02.08 11:39 +05:30
Reason: -
Location: -

Dr. Vidya Yeravdekar
Principal Director

Acceptance

I hereby acknowledge receipt of the appointment letter and accept the terms and conditions mentioned therein. I propose to join by 08/02/22.

Signature: _____

(Ms. Shradha D. Mohite)

CC: The Director, SSBS