

Ref: UPES/HR/DDN/2014/1159

Dated: October 13, 2014

Ms. Anukriti Sharma
H.No 2644 , Shankar Gali
Asaf Ali Road, Behind DP Bhawan
New Delhi - 110006.

Sub: Appointment Letter of Contract as Doctoral Research Fellow

Dear Ms. Sharma,

This has reference to our discussions for the post of Doctoral Research Fellow in the University of Petroleum & Energy Studies – Dehradun. We are pleased to take you in the employment in our University, commencing from July 21, 2014. You would be posted at our Bidholi Campus, Dehradun. The general terms and conditions of our offer are as follows:

1. You are being offered Contractual employment subject to your registration for Ph.D. at our University.
2. Designation: You are designated as Doctoral Research Fellow.

3. Doctoral Fee

In addition to your emoluments mentioned in Annexure I, we are pleased to inform you that your Ph.D. fee shall be waived off which is a benefit of Rs. 60,000/- per annum, provided you continue to serve UPES till the completion of your contractual period. However, in case you leave UPES before the completion of your contract, you shall be liable to pay the Ph.D. fee waived off so far. UPES is also entitled to recover the same from any of the monetary claims that you may have or to recover through legal recourse.

4. Reimbursements

You will also be reimbursed an annual contingency amount upto Rs. 10,000/- per annum on submission of actual bills on account of your official visits, equipments purchased etc. for research purposes.

5. Teaching Hours

In addition, you will be required to undertake a minimum of Six Hours of teaching per week, in consultation to your Dean.

6. Resignation / Termination

This University shall have the discretion to discontinue the association prior to completion of the contract by giving one month's notice or payment of one month's gross remuneration in lieu of notice. In case you wish to resign or terminate this association prior to completion of your

contract, it can be done by giving one month's notice and payment of the Ph.D fee waived-off so far.

7. Extension of contract

Your contractual appointment is for an initial period of three years. However, in case you do not complete your Ph.D. within this period, your contractual appointment will be extended for another one year on same terms and conditions but without the Ph.D. fee waiver i.e. you shall have to pay for the Ph.D. programme after the third year of contract.

8. Training

You may be required to undergo specialized training within the University or at other institutions nominated by the University in India or overseas. In that case you will have to sign a bond for such a period and amount as may be decided by the University in this regard.

9. Leave Entitlement

You will continue to be entitled for only following leaves in a year:

Sick Leave (SL):	10 days in a calendar year
Casual leave (CL):	10 days in a calendar year
Summer Vacation:	15 days during the months of June and July


10. Acceptance

You are advised to sign a copy of this letter as token of having accepted the terms and conditions of your engagement and return the same to the University.

The above terms and conditions are based on the University's Policies, Procedures and other Rules currently applicable and are subject to amendment and adjustment from-time-to-time. You shall abide by all rules and regulations of the University as in force from time to time.

All other terms and conditions of your employment remain unchanged.

Thanking you,
For University of Petroleum & Energy Studies,


Authorized Signatory

.....
Received the original, I accept the offer as mentioned above.

Signature:

Name:

Date:

ANNEXURE – I

1. Financial emoluments (applicable as per the year of contract of the individual DRF)
w. e. f. July 21, 2014

Per Month	First Year	Second Year	Third Year
Emolument	17,500/-	20,000/-	22,500/-
HRA (20%)	3500/-	4000/-	4500/-
Transport Allowance	1000/-	1000/-	1000/-
TOTAL	22,000/-	25,000/-	28,000/-
Ph.D. Fee* waived off	5000/-	5000/-	5000/-
Per Annum	First Year	Second Year	Third Year
Annual Contingency	10,000/- p.a.	10,000/- p.a.	10,000/- p.a.


* As per the current fee structure of Ph.D. Programme at UPES.

2. Leave Entitlement

Leave Entitlement per year	First Year	Second Year	Third Year
Sick Leave	10 days	10 days	10 days
Casual Leave	10 days	10 days	10 days
Summer Vacation	15 days during the months of June and July	15 days during the months of June and July	15 days during the months of June and July

3. In addition, you will be entitled to reimbursement of railway fare by IInd AC for participation in scientific events / workshops in India.

For University of Petroleum & Energy Studies.


Authorized Signatory

Received the original. I accept the offer as mentioned above.

Signature:

Name:

Date:



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Ref. : UPES-HR/DDN/2013/PROJECT

Date : May 27, 2013

Mr. Diwakar Kashyap

House No 273, Street no. 273C

Ward No-4

Panipat-132103

Sub: Letter of Contract as Junior Research Fellow (JRF)

Dear Mr. Diwakar,

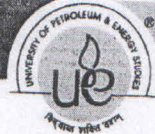
We have pleasure in offering you a contractual appointment as Junior Research Fellow under DST funded project, titled Membraneless Microfluidic device for rapid, automated and self-sustainable enzymatic biofuel cell with 3D electrodes for *in vivo* and *ex vivo* devices at Dehradun, on the following terms and conditions:

1. Your association with us will initially be for a period of 3 years i. e. from June 03, 2013, to May 31, 2016. Since you are appointed for this project, which is for 3 years, your appointment is co-terminus with the duration of the Project or completion of the project, whichever is later.
2. You will be primarily reporting to Principal Investigator (P.I.) -Dr. Sanket Goel
3. You will be paid the stipend per month as per the below details:
Rs. 18,000 + HRA @20% for first 2 years and Rs. 20,000 + HRA @20% for 3rd year
4. You will follow the specified working hours of the University of Petroleum & Energy Studies, Dehradun fulfilling your commitment as per the "Terms of Association" (Annexure I) enclosed.
5. You will be entitled to avail the following leaves:

Sick Leave (SL):	10 days in a calendar year
Casual Leave (CL):	10 days in a calendar year
6. Review of the project will be done periodically. If found unsatisfactory or guilty of misconduct at any stage, the appointment stands terminated with immediate effect, without any notice. If the candidate wants to leave the project, it can be done after giving 3 months notice in writing to the appointing authority or by paying to the University 3 month's salary in lieu thereof.

Corporate Office: Hydrocarbons Education & Research Society, 3rd Floor, PHD House, 4/2 Siri Institutional Area, August Kranti Marg,
New Delhi - 110 016 India. Ph.: +91-11-41730151-53 Fax: +91-11-41730154

Campus: Energy Acres, PO Bidholi Via Prem Nagar, Dehradun - 248 007 (Uttarakhand), India. Ph.: +91-135-2102690-91, 2694201/ 203/ 208 Fax: +91-135-2694204
Email: info@upes.ac.in • URL: www.upes.ac.in



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(ISO 9001:2008 & ISO 14001:2004 Certified)

7. You will be required to sign a Confidentiality Agreement as per UPES rules (enclosed herewith).
8. During the period of contract, you will not associate in any manner with any organization without prior written approval of the Vice-Chancellor.
9. You will abide by all the provisions of the law that are applicable.

We request you to join duties on **June 03, 2013** at our UPES Campus, Dehradun and **submit all the documents mentioned in Annexure III on or before your joining for verification**. In case you fail to submit the required documents within stipulated time, this offer will stand cancelled. A detailed appointment letter would be issued to you on your joining subject to fulfillment of conditions as per the Annexure III enclosed.

Please return to us the duplicate copy of this letter and Confidentiality Agreement duly signed as a token of your acceptance of the above terms and conditions.

With best wishes,

Yours sincerely,
For University of Petroleum & Energy Studies,

Authorized Signatory

Received the original, I accept the offer subject to the terms and conditions specified above.

Date: 6/6/13

Signature: Diwakar

Name: Diwakar Kashyap



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ANNEXURE - I

Terms of Association of Mr. Diwakar Kashyap as Junior Research Fellow

1. You will report to PI, Co-PI, Project Coordinator & RAs
2. To simulate 3D electrode design and microfluidic environment.
3. To fabrication of 3D electrodes using lithography and carbonization
4. To optimize enzyme functionalization for both cathode and anode for EBFCs
5. To fabricate microfluidic device with 3D electrodes and microchannels
6. To testing and characterize of microfluidic devices using electrochemical methods
7. To prepare the scientific/technical notes for publication of research papers/articles/patents

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Received the original, I accept the offer subject to the terms and conditions specified above.

Date: 6/6/13

Signature:

Name: Diwakar Kashyap



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ANNEXURE - II

List of Documents to be submitted

1. Application Form
2. Resume
3. Personal Detail Form
4. Address Proof / ID Proof
5. Educational Qualification
 - a. Marksheet of 10th
 - b. Certificate of 10th
 - c. Marksheet of 12th
 - d. Certificate of 12th
 - e. Marksheet of Graduation
 - f. Degree of Graduation
 - g. Marksheet of Post Graduation
 - h. Degree of Post Graduation
6. Experience & Relieving Letter from previous organization
7. Appointment Letter from previous organization
8. Last Salary Certificate
9. Copy of Resignation
10. 8 Photographs
11. Medical Fitness Certificate
 - a. Weight
 - b. Height
 - c. Eye sight
 - d. Blood pressure
 - e. Blood group
 - f. CBC (Complete Blood Count)
 - g. Blood sugar
 - h. X-Ray chest PA
 - i. ECG
 - j. Urine
 - k. Cardiology / ECG
 - l. Status of Pregnancy (in case of married Female)
 - m. Any other medical report as per history

Received in original. I accept the offer subject to terms and conditions specified above.

Date: 6/6/13

Signature: 