



VARDH AMAN MAHAVEER OPEN UNIVERSITY: KOTA  
(REGISTRAR OFFICE)

No.F.2/VMOU/ESTT/13/17762-11

Dated: 26/6/2013

OFFICE-ORDER

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 25<sup>th</sup> June, 2013 vide resolution No. 86/17.2, the Hon'ble Vice-Chancellor is pleased to appoint **Dr. Subodh Kumar** S/o Shri Rajnish Chandra date of birth 05-07-1975 on the post of **Associate Professor in Journalism** on a fixed remuneration Rs. 39000/- p.m. (Thirty Nine thousand rupees only) in pay scale 37400-67000 & AGP 9000/- as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2608 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to him while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-229 Jated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)

P.T.O.



12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. Application for any post to any other institutions will not be forwarded by V.M.O.U./during probation trainee period i.e. two year.
18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order, otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

*Z. S. M.*  
REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director Academic, Vardhaman Mahaveer Open University, Kota.
4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr/Sh. ....S/o Sh. ....
7. Personal File Dr/Sh. *Subodh Kumar*
8. Bill Clerk, Accounts & Finance, VMOU, Kota.

*a*  
DY.REGISTRAR(ESTT.)

(1467)  
29.06.2013

सेवा में

कुलसचिव

वर्धमान शहीर सुभा विवि  
कोटा

विषय: पदभार ग्रहण करने के संबंध में।

महोदय,

सादर अवगत कराना है कि आपके व्यापारिक लाभ  
संख्या एक-2/वीएमओए/ईएच पीसी/13/7706-711 दिनांक  
28.06.2013 के क्रम में में डॉ. सुबोध कुमार द्वारा  
दिनांक 29.06.2013 समय 11:00 बजे सह-आयुक्त  
पत्रकारिता के पद पर पदभार ग्रहण कर लिया है।

आपका

Subodh Kumar

(डॉ. सुबोध कुमार)

(Dr. SUBODH KUMAR)

सचिव

Dr. S.S.H.

Dr. S.S.H.

Dr. S.S.H.





VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA  
REGISTRAR OFFICE

No.F.2/VMOU/Estt./14/3600-3608

Dated: 26/09/2014

OFFICE-ORDER

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 19<sup>th</sup> September, 2014 vide resolution No. 89/13 the Hon'ble Vice-Chancellor is pleased to appoint **Sh. Surender Kumar Kulshrestha S/o Late. Shri Brij Bihari Lal** date of birth 04-08-1984 on the post of **Assistant Professor in Economics** on a fixed remuneration Rs. 18200/- p.m. (Eighteen thousand two hundred rupees only) in the UGC pay scale 15600-39100 & AGP 6000/- as per State Govt. Rules as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer-trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to him while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)

P.T.O.

To

The Registrar  
V.M.O.U. KOTA

sub-Permission for leaving headquarter for one day

Sir

Due respectfully, I have newly joined this institution as a assistant professor in Economics. I will go to Jaipur for my luggage and books etc. purposes. So grant me permission for leaving headquarter on Sunday at 12.10.14.

Thanking You

Yours faithfully

*[Signature]*  
11.10.14

Dr. Surender Kr. Kulshrestha  
Assistant Professor in Economics  
E.Ed - 1082



No. 38 (P.D) Date 13/10/14  
Prof. Atcharya  
Registrar

Espr

*[Signature]*  
14/10

- 11. training. his services shall be terminated without any notice.
- The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)



OFFICE-ORDER

On the recommendation of the Selection Committee and approved by the Board of Management in its meeting held on 29<sup>th</sup> May, 2007 vide resolution No 68/1 Vice-Chancellor is pleased to appoint Dr.(Smt.) Kshamata Chaudhary W/o Sh. Umesh Chaudhary (D/o Sh. G.S. Chaudhary), date of birth 21/10/70 on the post of Asstt. Professor in English on a fixed honorarium Rs. 7950/- p.m. (Seven thousand, nine hundred & fifty rupees only) as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 as probationer trainee for a period of two years as per the following terms & conditions:-

1. She will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case journey on duty, she shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of completed months. Other leaves shall not be permitted in probation training period. She shall be granted maternity leave as per rules.
5. No deputation allowance shall be admissible to a probationer -trainee, if, deputed.
6. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" on the existing pay scale (not the scale of his/her new appointment), whichever is beneficial to her while she is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of her pay.

Contd...2



7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, her services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)
12. The candidate has to produce Character certificate from two reputed persons at the time of joining her duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. She is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.

Contd...3



15. The candidate is responsible for any other work assigned by the University
16. She may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. She is directed to report on duty within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. She will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per direction of Govt. of Rajasthan.

sd-

REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director, Academic, Vardhaman Mahaveer Open University, Kota.
4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr. (Smt.) Kshamata Chaudhary W/o Sh. Umesh Chaudhary (D/o Shri G.S. Chaudhary), 786 - Shastri Nagar, Dadabari, Kota.
7. Personal File Dr.(Smt.) Kshamata Chaudhary.
8. All Unit Head/ Director/Incharge----- VMOU,Kota.
9. Bill Clerk, Accounts & Finance, VMOU, Kota.
10. Guard file

12/8/17

REGISTRAR



The Vice Chancellor  
V. M. O. U. Kote

15  
72

Sub: Acceptance and joining the post of Asst. Prof. (Eng)

Resp. Sir

As per your office order F-2/VMOU/Estt/T/07/794-844  
dated 29/5/07, I hereby report for joining  
the duties as Asst. Prof. (English) from  
today i.e. 29/5/07 afternoon.

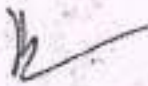
Thanking you

Yours faithfully

Kshamati

[Dr. Kshamati Chaudhary]

Accepted (Appen)



22/5

For necessary  
action to Registrar

D R 6/11  
10/5/07





VARDHAMAN MAHAVEER OPEN UNIVERSITY: KOTA  
(REGISTRAR OFFICE)

No.F.2/VMOU/ESTT/13/7700-705

Dated: 26/6/2013

OFFICE-ORDER

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 25<sup>th</sup> June, 2013 vide resolution No. 86/17.2, the Hon'ble Vice-Chancellor is pleased to appoint Dr. Akbar Ali S/o Shri Syed Tanweer Ali date of birth 20-09-1977 on the post of Assistant Professor in Public Administration on a fixed remuneration Rs. 18200/- p.m. (Eighteen thousand two hundred rupees only) in pay scale 15600-39000 & AGP 6000/- as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation-training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to his while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
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P.T.O.



12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
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  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. Application for any post to any other institutions will not be forwarded by V.M.O.U. during probation trainee period i.e. two year.
18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 10 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

*[Signature]*  
REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director Academic, Vardhaman Mahaveer Open University, Kota.
4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr/Sh. .... S/o Sh. ....
7. Personal File Dr/Sh. ....
8. Bill Clerk, Accounts & Finance, VMOU, Kota.

*[Signature]*  
DY.REGISTRAR(ESTT.)



To ESTT  
The Registrar File  
05/07/13

Sr. Yadav  
C.Y.

Date - 5<sup>th</sup> July, 2013/7  
(61)

VMOU  
Kata

Sub: Joining VMOU as Assistant Professor in  
Public Administration as per the office  
Order No - F:2/VMOU/ESTT/13/7700-705

Respected Madam/Sir,

It's my pleasure to inform you that  
I (DR. AKBAR ALI) am gaining the services of  
VMOU as Assistant Professor in Public  
Administration on the forenoon of 5<sup>th</sup> July,  
2013 as per the office order No F.2./VMOU/  
ESTT/13/7700-705 issued from VMOU Kata  
on 26-6-2013.

With this letter of Joining, I am submitting

- 1) Medical Certificate from the said medical authority
- 2) Two Character Certificates
- 3) Relieving Order from my previous employer (P.D.P.U. Gandhinagar, Gujarat)

I kindly request you to accept my  
Joining from today (5<sup>th</sup> July, 2013) forenoon.  
Thanking You

Yours sincerely, AKBAR ALI  
DR. AKBAR ALI  
H.No. 1076, Kation Ki  
Peepli, Ghat-Grate  
Jaipur - 302003  
Mb - 9928339053



(15)

20

**VARDHAMAN MAHAVEER OPEN UNIVERSITY: KOTA**  
**(REGISTRAR OFFICE)**

No.F.2/VMOU/Estt/T/07/ 14846-852

Dated: 03/08/2009

**OFFICE-ORDER.**

On the recommendation of the Selection Committee and approved by the Board of Management in its meeting held on 01<sup>st</sup> August 2009 vide resolution No. 74/12, the Hon'ble Vice-Chancellor is pleased to appoint **Dr. B. Arun Kumar S/o Late Sh.P. Kumar**, date of birth 10/03/1967 on the post of **Associate Professor in Political Science with specialization in Gandhian Studies** on a fixed remuneration Rs. 27000/- p.m. (Twenty Seven thousand rupees only) of pay scale 12000-420-18300 as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly.
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3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. No deputation allowance shall be admissible to a probationer -trainee, if, deputed.
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12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.

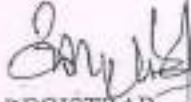


13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below. (64)
- Planning and Designing of Curriculum and Programme
  - Writing/Rewriting, Editing, Revision, Translation of Unit
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  - Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
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  - Designing, Establishing, Monitoring Student Support Services,
  - Professional Development (Seminars etc.)
  - Research & Self Development
  - Developing electronic media based materials and electronic media based counselling
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17. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

sd/-  
REGISTRAR

Copy to the following for information & necessary action:-

- The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
  - OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
  - Director Academic, Vardhaman Mahaveer Open University, Kota.
  - Finance Officer, Vardhaman Mahaveer Open University, Kota.
  - Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
  - Dr. B. Arun Kumar, 61-A (New No. 22-A) Bhagwan Path, Rail Nagar, Kings Road, Jaipur - 302019
  - Personal File of Dr. B. Arun Kumar
  - Bill Clerk, Accounts & Finance, VMOU, Kota.
- Copy also to-
- Commissioner, College Education, Rajasthan, Jaipur.

  
REGISTRAR



Dated : 19/8/2009.

The Hon'ble Vice-Chancellor  
Vardhaman Mahaveer Open University  
Kota.

(73)

Subject: Permission to join my new assignment as Associate  
Professor, Political Science (Specialization in Gandhian  
Studies) in VMOU, Kota from the forenoon of  
August 19, 2009.

R.L. (Estt),  
Ed

Respected Sir,

With reference to the above subject I humbly submit  
that I have technically resigned from my earlier  
assignment as Lecturer Political Science, College Education,  
Grant. of Rajarthan as per the directions received from  
Commissioner, Commissionerate of College Education, Jaipur  
and Registrar VMOU, Kota. I was relieved from the  
above assignment in the afternoon of August 18, 2009.

Therefore it is humbly requested now to permit  
me to join my new assignment as Associate Professor,  
Political Science (Specialization in Gandhian Studies) in  
VMOU, Kota from the forenoon of August 19, 2009.

Yours sincerely  
B. Arun Kumar  
(B. Arun Kumar)

Request to please do the needful  
19/8/09

1: (1) Office order of Commissioner, Commissionerate of College Education  
(2) All...





VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA  
REGISTRAR OFFICE

167

No.F.2/VMOU/ESTT/14/17060-67

Dated: 8/01/2014

OFFICE-ORDER

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 6<sup>th</sup> January, 2014 vide resolution No. 87/14 the Hon'ble Vice-Chancellor is pleased to appoint **Dr. Alok Chauhan** S/o Shri Narendra Singh Chauhan date of birth 07-09-1982 on the post of **Assistant Professor in Geography** on a fixed remuneration Rs. 18200/- p.m. (Eighteen thousand two hundred rupees only) in the UGC pay scale 15600-39000 & AGP 6000/- as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He/She will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to him while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)



12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He/She is responsible for participation in contact programmes, workshops, weekend programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He/She may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. Application for any post to any other institutions will not be forwarded by V.M.O.U. during probation trainee period i.e. two year.
18. He/She is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Dept., Govt. of Raj., Jaipur
3. Director Academic, Vardhaman Mahaveer Open University, Kota
4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr/Sh. ....S/o Sh. ....
7. Personal File Dr/Sh. ....
8. Bill Clerk, Accounts & Finance, VMOU, Kota.

  
DY REGISTRAR(EST.)



19/02  
15-1-14

173

सेवा में,

श्रीमान् कुलसचिव महोदय,  
वर्धमान महावीर खुला विश्वविद्यालय,  
कोटा।

विषय:- ज्वाइनिंग रिपोर्ट प्रस्तुत करने हेतु।

मान्यवर,

उपयुक्त विषयान्तर्गत सविनय निवेदन है कि कुलसचिव कार्यालय, वर्धमान महावीर खुला विश्वविद्यालय, कोटा के द्वारा जारी कार्यालय आदेश No.F.2/VMOU/Estt//14/17060-67 दिनांक 08-01-2014 के क्रम में आज दिनांक 15-01-2014 को पूर्वाह्न सहायक आचार्य (भूगोल) के पद पर अपनी उपस्थिति दे रहा हूँ। नियुक्ति से पूर्व मैं किसी भी संस्थान में कार्यरत नहीं था। अतः सूचनाार्थ प्रेषित है।

दिनांक : 15-01-2014

संलग्न :-

1. मेडिकल सर्टिफिकेट
2. पत्र प्रमाण पत्र (2)

भवदीय  
*(Signature)*

(डॉ० आलोक चौहान )  
आत्मज श्री नरेन्द्र सिंह चौहान

699 (PAA)  
15-01-2014

*(Signature)*  
15.1.14  
DR Estt.

Dr. T. Singh  
*(Signature)*  
15/1/14

It may be sent to DR-ESTT.  
Registrar  
*(Signature)*  
15.1.14  
DR Estt.

*(Signature)*  
15.1.14  
DR Estt.





VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA  
REGISTRAR OFFICE

No.F.2/VMOU/ESTT/14/17123-30

Dated: 9/01/2014

OFFICE-ORDER

(78)

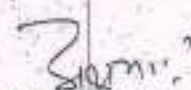
On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 6<sup>th</sup> January, 2014 vide resolution No. 87/14 the Hon'ble Vice-Chancellor is pleased to appoint Sh. Kapil Gautam S/o Shri Bhagwan Sahay Sharma date of birth 05-07-1988 on the post of Assistant Professor in Sanskrit on a fixed remuneration Rs. 18200/- p.m. (Eighteen thousand two hundred rupees only) in the UGC pay scale 15600-39000 & AGP 6000/- as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to him while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)

P.T.O.

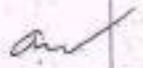


12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. Application for any post to any other institutions will not be forwarded by V.M.O.U. during probation- trainee period i.e. two year.
18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

  
REGISTRAR  
92

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edp. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director Academic, Vardhaman Mahaveer Open University, Kota.
4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr/Sh. ....S/o Sh. ....
7. Personal File Dr/Sh. ....
8. Bill Clerk, Accounts & Finance, VMOU, Kota.

  
DY.REGISTRAR(ESTT.)  
92



83  
26

सेवा में

श्रीमान कुलसचिव महोदय  
वर्धमान महावीर स्मृति विश्वविद्यालय  
कोटा।

विषय: - कक्षागत रिपोर्ट प्रस्तुत करने हेतु।

मान्यतर

आरोपित विषयान्तर्गत निवेदन है कि कुलसचिव कार्यालय, वर्धमान महावीर स्मृति विश्वविद्यालय, कोटा के द्वारा जारी कार्यालय आदेश No.F:2/VMOU/Estt/14/17123-30 दिनांक 07-01-2014 के क्रम में आज दिनांक 11-01-2014 को पूर्वोक्त सहायक आचार्य (संस्कृत) के पद पर अभी उपस्थित न रहे हैं। सूचनाार्थ प्रेषित है। अद्युता, मैं वहाँ भी नौकरी नहीं कर रहा हूँ।

दिनांक 11/01/2014

भवदीय  
*(Signature)*  
कपिल शोभा  
आत्मज श्री भगवान सहाय शर्मा

संलग्न

1. मुद्रित सर्टिफिकेट
2. अस्थि प्रमाण पत्र ( 2 )

*DR. ESTT*  
*11/1/14*

*Dr T. Singh*  
*11/1/14*

*It may be sent to DR. ESTT.*

*688(PAR)*  
*11.01.2014*

*Registered SB*  
*DR ESTT*

*BMA*  
*11-01-14*

*Sh. Yalau*

*11/1/14*





VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA  
REGISTRAR OFFICE

27

No.F2/VMOU/ESTT/14/3618-26

Dated: 26/09/2014

OFFICE-ORDER

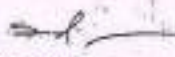
On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 19<sup>th</sup> September, 2014 vide resolution No. 89/13 the Hon'ble Vice-Chancellor is pleased to appoint **Sh. Sandeep Hooda** S/o Shri Resham Ram Hooda date of birth 27-06-1985 on the post of **Assistant Professor in Zoology** on a fixed remuneration (Rs. 18200/- p.m.) (Eighteen thousand two hundred rupees-only) in the UGC pay scale 15600-39100 & AGP 6000/- as per State Govt. Rules as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer-trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to his while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)

P.T.O.

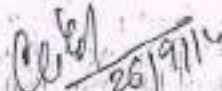


12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. He will be required to furnish/produce police verification from the concerned Superintendent of police.
18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2005 as per the direction of Govt. of Rajasthan.

  
REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director Academic, Planning & Development, Vardhaman Mahaveer Open University, Kota.
4. Comptroller ( Finance) , Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr./Sh. .... S/o Sh. ....
7. Personal File Dr/Sh. ....
8. Bill Clerk, Accounts & Finance, VMOU, Kota.
9. F/C B.M.P.C. Kota-16/4

  
26/9/11  
DY.REGISTRAR(ESTT.)



EST#  
27-9-14

To

The Registrar  
Vardhaman Mahaveer Open University  
Kota

28

Sub: Joining Report

Ref: OO No/VMOU/Estb./14/3618-26 Dt. 26-09-2014

Sir

With due reference to above cited subject I wish to join on the post of Assistant Professor in Zoology on the forenoon of 27.09.2014.

Kindly accept my joining, I am enclosing herewith the required certificates as per the order.

Yours sincerely  
#looda  
(Sandeep Hooda)

Thanking you  
Dt. 27-09-2014



Encl:- Certificate of medical fitness from P.M.O  
Character Certificate from two reputed persons  
Police verification from Deputy Commissioner of Police.



VARDHAMAN MAHARISHI VEDIC UNIVERSITY: KOTA  
(REGISTRAR OFFICE)

No.F.2/VMOU/Estt/T/07/ 14832-838

Dated: 03/08/2009

OFFICE-ORDER

On the recommendation of the Selection Committee and approved by the Board of Management in its meeting held on 01<sup>st</sup> August 2009 vide resolution No. 74/12, the Hon'ble Vice-Chancellor is pleased to appoint Dr. Anuradha Sharma W/o Sh. Ajay Kumar Dubey (D/o Sh. P.C. Sharma), date of birth 07/04/1977 on the post of Assistant Professor in Botany on a fixed remuneration Rs. 7950/- p.m. (Seven thousand nine hundred fifty rupees only) of pay scale 8000-275-13500 as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 as probationer trainee for a period of two years on the following terms & conditions:-

1. She will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, she shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. No deputation allowance shall be admissible to a probationer -trainee, if, deputed.
6. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of her new appointment), whichever is beneficial to her while she is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of her pay.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, her services shall be terminated without any notice.
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12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining her duty.

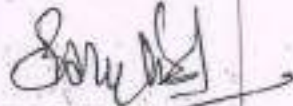


13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
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  - Writing/Rewriting, Editing, Revision, Translation of Unit
  - Vetting of Translation and Copy editing
  - Adaptation of a Unit
  - Audio, Video Programme
  - Radio Conferencing/Tele-Conference
  - Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - Coordination of a Course/Programme
  - Designing, Establishing, Monitoring Student Support Services
  - Professional Development (Seminars etc.)
  - Research & Self Development
  - Developing electronic media based materials and electronic media based counselling
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15. The candidate shall be responsible for any other work assigned by the University.
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17. She is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. She will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

sd/-  
REGISTRAR

Copy to the following for information & necessary action:-

- The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
- OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
- Director Academic, Vardhaman Mahaveer Open University, Kota.
- Finance Officer, Vardhaman Mahaveer Open University, Kota.
- Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
- Dr. Anuradha Sharma W/o Sh. Ajay Kumar Dubey, 3/201, Ganesh Talab, Dada Bari, Kota- 324009
- Personal File of Dr. Anuradha Sharma
- Bill Clerk, Accounts & Finance, VMOU, Kota.

  
REGISTRAR



To,  
The Registrar  
Vardhaman Mahaveer Open University,  
Kota

(85)

Sub: Joining Report

Dear Sir,

Pursuant to office order no. 14-832-838 ..... Dated 03/08/2009, I join  
my duty as Assistant Professor in Botany ..... in the afternoon of 03/08/2009

Thanking you,

Yours Sincerely

Anuradha Sharma  
03/08/2009

[DR. ANURADHA SHARMA]

Accepted and  
forWARDED

D.P.(E)

Sharma  
2/8

Dr Yadav

2  
3/8





VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA  
REGISTRAR OFFICE

55

31

No.F.2/VMOU/ESTT/14/17068-75

Dated: 8 /01/2014

OFFICE-ORDER

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 6<sup>th</sup> January, 2014 vide resolution No. 87/14 the Hon'ble Vice-Chancellor is pleased to appoint **Sh. Sushil Rajpurohit** S/o Shri Jasraj Purohit date of birth 24-07-1981 on the post of **Assistant Professor in Physics** on a fixed remuneration Rs. 18200/- p.m. (Eighteen thousand two hundred rupees only) in the UGC pay scale 15600-39000 & AGP 6000/- as per State Govt. notification No.F.12(6)FD (Rules)/05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to his while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)

P.T.O.



12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. Application for any post to any other institutions will not be forwarded by V.M.O.U. during probation trainee period i.e. two year.
18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2005 as per the direction of Govt. of Rajasthan.

REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director Academic, Vardhaman Mahaveer Open University, Kota
4. Finance Officer, Vardhaman Mahaveer Open University, Kota
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota
6. Dr/Sh. .... S/o Sh. ....
7. Personal File Dr/Sh. *Sushil Rajput*
8. Bill Clerk, Accounts & Finance, VMOU, Kota

DY REGISTRAR (ESTT.)



62

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22/1/14  
22-1-14

To

The Registrar  
Yashwantrao Mahaveer Open University  
Kota (Raj.)

Subject:- For joining duty as a Assistant Professor in Physics  
Ref:- office order No. F-2/VMOU/Estt/14/17068-75 dated 08/01/2014

Respected Sir,

With reference to the subject and reference cited above, I want to join my duty as a Assistant Professor in Physics at VMOU Kota today on dated 22-01-2014 F/N. kindly accept my joining request. I shall be highly thankful to you for this act of kindness. I submitted my resignation application of my previous job at GG college, Nizamabad on 10-01-2014. Thanking you.

Yours faithfully,

*Sushil Rajpurohit*

Sushil Rajpurohit

Mob. 9413075621

Dated  
22-01-2014

Enclosed:

- (i) Certificate of Physical fitness
- (ii) Two Character Certificates
- (iii) Copy of resignation application of previous job at GG college Nizamabad (A.P.)

*Sushil*  
22.1.14  
DR. ESTA.

Dr. T. Singh

*a*  
22/1/14

It may be sent to DR. ESTA

Registrar

*Sushil*  
22.1.14  
DR. ESTA.

*Yashwantrao*  
22.01.14

En. Yadav  
22/1/14

734 (PAA)  
22.01.14

Date the..... 22/01/2014

वेत (1400)





VARDHAMAN MAHAVEER OPEN UNIVERSITY, KOTA  
REGISTRAR OFFICE

No.F.2/VMOU/ESTT.14/17084-91

Dated: 8/01/2014

OFFICE-ORDER

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 6<sup>th</sup> January, 2014 vide resolution No. 87/14 the Hon'ble Vice-Chancellor is pleased to appoint Sh. Ravi Gupta S/o Shri Hari Gupta date of birth 24-07-1983 on the post of Assistant Professor in Mathematics on a fixed remuneration Rs. 18200/- p.m. (Eighteen thousand two hundred rupees only) in the UGC pay scale 15600-39000 & AGP 6000/- as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer-trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to him while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividi-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College).

P.T.O.



12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. Application for any post to any other institutions will not be forwarded by V.M.O.U. during probation trainee period i.e. two year.
18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

  
REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director Academic, Vardhaman Mahaveer Open University, Kota.
4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr/Sh..... S/o Sh.....
7. Personal File Dr/Sh. *KAMU Gupta*
8. Bill Clerk, Accounts & Finance, VMOU, Kota.

  
DY.REGISTRAR(ESTT.)



10-1-14  
1937

(39) 34

सेवामें,

श्रीमान् कुलसचिव महोदय,  
वर्धमान महावीर खुला विश्वविद्यालय,  
कोटा।

विषय- ज्वाइनिंग रिपोर्ट प्रस्तुत करने बाबत।

मान्यवर,

उपरोक्त विषयान्तर्गत सादर निवेदन है कि कुलसचिव कार्यालय, वर्धमान महावीर खुला विश्वविद्यालय, कोटा के द्वारा जारी कार्यालय आदेश No.F.2/VMOU/Estt//14/17084-91 दिनांक 08-01-2014 के क्रम में आज दिनांक 09-01-2014 को अपरान्तर्गत सहायक आचार्य (गणित) के पद पर अपनी उपस्थिति दें रहा हूँ। सूचनाार्थ प्रेषित है।

दिनांक : 09-01-2014  
संलग्न :-

1. कार्यमुक्ति आदेश की प्रति,
2. मेडिकल सर्टिफिकेट
3. चरित्र प्रमाण पत्र (2)

मिहदीप  
9/1/14  
(रावे गुप्ता)  
आत्मज श्री हरि गुप्ता

Dr. J. Singh  
9/1/14  
9/1/14

It may be sent to DR. BSH.

671 (PAA)  
09-01-14

Registered  
9/1/14

8/10  
09-01-14

Dr. Yadav  
9/1/14  
10/1/14

Date the 9/1/14

मेडिकल  
कोटा



No: KOU/Estt. 9T/90

## OFFICE ORDER

Rakesh Sharma

The Vice-Chancellor is pleased to appoint

as Asstt. Prof. in Computer Sc.  
Maths

L.N.Rathi  
in the pay scale of Rs. 2200-4000  
fixing his pay on Rs. 2200/- p.m. by giving all advance  
increments on the recommendation of the selection Committee as  
approved by the Board of Management in its meeting held on  
23-1-1990 on the following terms & conditions:-

1. He will be responsible for curriculum and course development.
2. He will be responsible for preparation of self instructional print material.
3. He will be responsible for preparation and participation in the production of audio-visual materials.
4. He will be responsible for undertaking research individual institutional sponsored etc.
5. He will be responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face-to-face teaching etc.
6. He may be transferred to any of Regional/Study Centre of the University as and when it is necessary.
7. He will be on probation on this post for a period of two years.
8. **He will have to obtain the Ph.D. Degree within five years in which he will not be able to earn his annual grade increment and other benefits as per University rules.**

Dr. Rakesh Sharma is directed to report his duty within a period of 30 days from the date of the receipt of this order. He will be required to sign a written contract with the University.

He will be governed by the terms and conditions of the Service Rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time.

*[Signature]*  
REGISTRAR

Date: 23/1/90

No: KOU/Estt. 90/ 3075-80  
Copy to:

1. The Faculty Incharge, Jain Bhawan, K.O.U., Kota.
2. The Finance Officer, K.O.U., Kota.
3. The P.A. to the Vice-Chancellor, K.O.U., Kota.
4. The Bill Clerk (Acotts.), K.O.U., Kota.
5. The Person concerned. . . . **Rakesh Sharma, C/o L.N.Rathi,**

118-B Shastri Nagar, Jodhpur.

*[Signature]*  
REGISTRAR



The Registrar  
Kerala Open University,  
KOTA.

①

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JOINING REPORT

I, Rakesh Sharma, Sp. Sr. Harbans Lal Sharma  
is joining as Assr. Professor, (Computer science) from  
today dated 15th Feb '1990 in continuation of the  
appointment letter no. KOU/ESTT/T/90/3075-80, dated  
23rd Jan 1990.

dated: 15.02.90  
ASSH(T)

15-2-90



Rakesh Sharma  
Sp. Sr. H.L. Sharma  
Co. No. 538-B  
New Rly colony  
KOTA (Dist.)





VARDHMAN MAHAVEER OPEN UNIVERSITY, KOTA  
REGISTRAR OFFICE

28

37

No.F2/VMOU/ESTT/15/7245

Dated: 20 / 01 / 2015

OFFICE-ORDER

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 20<sup>th</sup> January, 2015 vide resolution No. 90/12 the Hon'ble Vice-Chancellor is pleased to appoint Shri Neeraj Arora S/o Shri Kamal Kishore Arora, date of birth 13-05-1989 on the post of Assistant Professor in Computer Science on a fixed remuneration Rs. 21840/- p.m. ( Twenty one thousand eight hundred forty rupees only ) in the UGC Pay Band 15600-39100 & AGP 6000/- as per State Govt. Rules as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he will be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to him while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)

P.T.O.

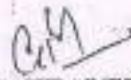


12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. He will be required to furnish/produce police verification from the concerned Superintendent of police.
18. He is directed to report on duty to Office of the Registrar, Vardhman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

— sd —  
REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Dept., Govt. of Raj., Jaipur
3. Director Academic, Planning & Development, Vardhman Mahaveer Open University, Kota.
4. Comptroller ( Finance), Vardhman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhman Mahaveer Open University, Kota.
6. Sh. Neeraj Arora S/o Sh. Kama! Kishore Arora G-234, UPT Colony Pratap Nagar Jodhpur (Raj.) 342001 (Probationer Trainee)
7. Personal File Shri Neeraj Arora Assistant Professor (Computer Science)
8. Bill Clerk, Accounts & Finance, VMOU, Kota.

  
DY.REGISTRAR(ESTT.)



To,

The Registrar  
Vardhmann Mahaveer Open University  
Kola

So.  
H put up  
C/E  
24/1/15

Subject:- Joining report on post of Assistant professor  
Computer Science.

Ref:- Office order no F.2/VMOU/ESTT./15/7245  
Date 20/01/2015

Sir,

I am Neeraj Arora, joining as Assistant  
professor on date 24/1/2015 <sup>(forenoon)</sup> as per your office order  
and I am submitting Medical certificate, character certificate  
and police verification

Thanking you

Yours faithfully

DATE  
24/1/2015.

Neeraj Ar.  
24/1/2015  
(NEERAJ ARORA)



VARDHAMAN MAHAVEER OPEN UNIVERSITY: KOTA  
(REGISTRAR OFFICE)

No.F.2/VMOU/Estt/T/07/ 14825-831

Dated: 03/08/2009

OFFICE-ORDER

On the recommendation of the Selection Committee and approved by the Board of Management in its meeting held on 01<sup>st</sup> August 2009 vide resolution No. 74/12, the Hon'ble Vice-Chancellor is pleased to appoint **Dr. Anurodh Godha S/o Dr. Raj Kumar Godha**, date of birth 22/12/1983 on the post of **Assistant Professor in Commerce** on a fixed remuneration Rs. 7950/- p.m. (Seven thousand nine hundred fifty rupees only) of pay scale 8000-275-13500 as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer-trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. No deputation allowance shall be admissible to a probationer-trainee, if, deputed.
6. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to his while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College).
12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.



13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
- Planning and Designing of Curriculum and Programme
  - Writing/Rewriting, Editing, Revision, Translation of Unit
  - Vetting of Translation and Copy editing
  - Adaptation of a Unit
  - Audio, Video Programme
  - Radio Conferencing/Tele-Conference
  - Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - Coordination of a Course/Programme
  - Designing, Establishing, Monitoring Student Support Services
  - Professional Development (Seminars etc.)
  - Research & Self Development
  - Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

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REGISTRAR

Copy to the following for information & necessary action:-

- The Principal Secretary, Hr. Edu., Govt. of Raj., Jaipur
- OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
- Director Academic, Vardhaman Mahaveer Open University, Kota.
- Finance Officer, Vardhaman Mahaveer Open University, Kota.
- Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
- Dr. Anurodh Godha, 41 Soni Nagar, Foy Sagar Road, Ajmer-305006
- Personal File of Dr. Anurodh Godha
- Bill Clerk, Accounts & Finance, VMOU, Kota.

REGISTRAR



To,  
The Registrar  
Vardhaman Mahaveer Open University,  
Kota

(55)

410

Sub: Joining Report

Dear Sir,

Pursuant to office order no. F.2/NMOU/Estt./T/O.7/14825-831 Dated 3/08/03, I join my duty as Assistant Professor in Commerce in the afternoon of 3<sup>rd</sup> August 2003.

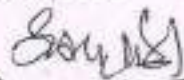
Thanking you,

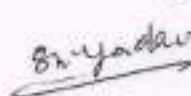
Yours Sincerely

Anurodh Godha

[Dr. Anurodh Godha]

Accepted and  
forwarded

J.R.(E.)   
3/8

  
2  
3/8





WARDHAMAN MAHAVEER OPEN UNIVERSITY: KOTA  
(REGISTRAR OFFICE)

Dated: 26/6/2013

No.F.2/VMOU/ESTT/13/7658-63

OFFICE-ORDER

(111)

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 25<sup>th</sup> June, 2013 vide resolution No. 86/17.2, the Hon'ble Vice-Chancellor is pleased to appoint **Dr. Anil Kumar Jain S/o Shri Bhagwati Lal Jain** date of birth 08-08-1965 on the post of **Associate Professor in Education** on a fixed remuneration Rs. 39000/- p.m. (Thirty Nine thousand rupees only) in pay scale 37400-67000 & AGP 9000/- as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to him while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College).

P.T.O.



13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
- Planning and Designing of Curriculum and Programme
  - Writing/Rewriting, Editing, Revision, Translation of Unit
  - Vetting of Translation and Copy editing
  - Adaptation of a Unit
  - Audio, Video Programme
  - Radio Conferencing/Tele-Conference
  - Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - Coordination of a Course/Programme
  - Designing, Establishing, Monitoring Student Support Services
  - Professional Development (Seminars etc.)
  - Research & Self Development
  - Developing electronic media based materials and electronic media based counselling
14. She is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. She may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. She is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. She will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

(33)

sd  
REGISTRAR

Copy to the following for information & necessary action:-

- The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
- OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
- Director Academic, Vardhaman Mahaveer Open University, Kota.
- Finance Officer, Vardhaman Mahaveer Open University, Kota.
- Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
- Dr. (Mrs.) Keerti Singh W/o Sh. Himmat Singh C/o Dy. Superintendent office, Bhawani Mandi, Dist. Jhalawar (Rajasthan)
- Personal File of Dr. (Mrs.) Keerti Singh
- Bill Clerk, Accounts & Finance, VMOU, Kota.

REGISTRAR



222/622  
11-7-13

To

The Registrar  
V.M.O. University  
KOTA.

(116) 42

Sub:- For joining Report as Associate Professor in Education.

Ref:- Your letter no. F 2/VMOU/Estt/13/7658-63 Dated 26<sup>6</sup>/<sub>13</sub>

Sir

With reference to subject mentioned above I would like to request you ~~that~~ let me join your kind office as associate Professor in Education from today i.e. 11.7.13 morning 10.30 AM.

Enclosed:

- ① Relieving letter of previous institute
- ② Medical Certificate of CMHO
- ③ Character certificate of two renowned person.

Your Sincerely,

*Rajesh*

(Dr. Anil Kumar Jain)

SA 22/7/13 *[Signature]*  
11/7



VARDHAMAN MAHAVEER OPEN UNIVERSITY: KOTA  
(REGISTRAR OFFICE)

No.F.2/VMOU/Estt/T/07/

14839-85

Dated: 03/08/2009

OFFICE-ORDER

(34)

On the recommendation of the Selection Committee and approved by the Board of Management in its meeting held on 01<sup>st</sup> August 2009 vide resolution No. 74/12, the Hon'ble Vice-Chancellor is pleased to appoint Dr. (Mrs.) Keerti Singh W/o Sh. Himmat Singh (D/o Sh. Mohan Singh), date of birth 10/08/1979 on the post of Assistant Professor in Education on a fixed remuneration Rs. 7950/- p.m. (Seven thousand nine hundred fifty rupees only) in pay scale 8000-275-13500 as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 as probationer trainee for a period of two years on the following terms & conditions:-

1. She will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, she shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. No deputation allowance shall be admissible to a probationer -trainee, if, deputed.
6. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of her new appointment), whichever is beneficial to her while she is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of her pay.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividhi-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, her services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)
12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining her duty.



12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting/Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. Application for any post to any other institutions will not be forwarded by V.M.O.U. during probation trainee period i.e. two year.
18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

*Zerni*  
REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director Academic, Vardhaman Mahaveer Open University, Kota.
4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr/Sh. .... S/o Sh. ....
7. Personal File Dr/Sr. *Amit Kumar Jain*
8. Bill Clerk, Accounts & Finance, VMOU, Kota.

*a*  
DY.REGISTRAR(ESTT.)



No - F.2 / VMou / ~~10~~ / 13 / 7876 Dated 11-7-13

Forwarded to following for information and necessary action -

- 1 - Director, Academic VMou, Koda.
- 2 - Director, School of Continuing Education, VMou, Koda.
- 3 - Secretary to V.C.; V.C. office, VMou, Koda.
- 4 - F.I.O., VMou, Koda.
- 5 - Bill clerk, Accounts and Finance, VMou, Koda.

AV

Dr. B. S. Patil  
Principal, P. U. K. Koda



44

The Director (Academic)  
Vardhman Mahaveer Open University  
Kota

Sub: Joining Report

Dear Sir,

Pursuant to office order no. 14839-845  
dated: 3<sup>rd</sup> Aug, 2009. I join my duty as  
Assistant Professor in Education in  
the afternoon of 3<sup>rd</sup> Aug, 2009.

Thanking You,

Yours Sincerely,

Keerti

Dr. Keerti Singh

Date: 3<sup>rd</sup> Aug, 2009

Accepted and forwarded

D. R. (Estt) [Signature]  
3/8/09





VARDHAMAN MAHAVEER OPEN UNIVERSITY: KOTA  
(REGISTRAR OFFICE)

45

No.F.2/VMOU/ESTT./13/ 7694-99

Dated: 26/6/2013

OFFICE-ORDER

(67)

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 25<sup>th</sup> June, 2013 vide resolution No. 86/17.2, the Hon'ble Vice-Chancellor is pleased to appoint Shri Patanjali Mishra S/o Shri Parashu Ram Mishra date of birth 25-05-1985 on the post of Assistant Professor in Education on a fixed remuneration Rs. 18200/- p.m. (Eighteen thousand two hundred rupees only) in pay scale 15600-39000 & AGP 6000/- as per State Govt. notification No.F.12(5)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
3. No deduction towards Employee Provident Fund shall be made from the fixed remuneration.
4. Probationer- trainee shall be eligible for Casual Leave of 12 days in a calendar year and for period of less than a calendar year, it shall be admissible in proportion on the basis of the completed months. Other leaves shall not be permitted in probation training period.
5. For an existing employee already in service prior to 20.1.2006 an option shall be given to opt either for the "fixed remuneration" or the existing pay scale (not the scale of his new appointment), whichever is beneficial to his while he is under probation training. After successful completion of probation training period, pay may be fixed as per rules, where such a Government servant will get due advantage of being in a regular pay scale earlier, and will get due protection of his pay.
6. Person already working in universities/Govt. Institutions may give his option for protection of pay drawing by him in accordance with the guidelines issued by the state government.
7. Medical facilities shall be permitted as per new medical rules of Govt. of Rajasthan.
8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
9. Probation training period shall not be counted for Annual Grade Increment.
10. If the work of the candidate is not found satisfactory in the period of probation training, his services shall be terminated without any notice.
11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)



12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
15. The candidate shall be responsible for any other work assigned by the University.
16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
17. Application for any post to any other institutions will not be forwarded by V.M.O.U. during probation trainee period i.e. two year.
18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

*S.M.*  
REGISTRAR

Copy to the following for information & necessary action:-

1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
2. OSD, Hr. Edu. (Gr.-4) Deptt., Govt. of Raj., Jaipur
3. Director Academic, Vardhaman Mahaveer Open University, Kota.
4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
6. Dr/Sh. .... S/o Sh. ....
7. Personal File Dr/Sh. *Patanjali Mishra*
8. Bill Clerk, Accounts & Finance, VMOU, Kota.

*aj*  
DY REGISTRAR (ESTT.)



To

The Registrar  
VMOU, KOTA  
Rajasthan

Date - 01/07/2013.

(72) 46

Subject is in regard of joining as assistant professor  
in Education.

Dear Sir,

This is with reference to your letter  
no. F.2/VMOU/ESTT./13/7694-99 dated 26/06/2013, I  
Patanjali Mishra S/o Shri Parashuram Mishra wish to  
to get directed to join on the post of assistant  
professor in Education on 01/07/2013 (10.30 A.M.).

So, I am requesting you to  
consider my candidature.

Thanking you.

Yours sincerely

Patanjali Mishra

S/o Shri Parashuram Mishra

Vill + Post - phephana

Dist - Ballia, U.P.

ZAVI

De 2/11

2/1/13

S/O

PI Process

2/1/13





VARDHAMAN MAHA VEER OPEN UNIVERSITY, KOTA  
REGISTRAR OFFICE

No.F.2/VMOU/ESTT/14/17100-06

Dated: 8/01/2014

OFFICE-ORDER

On the recommendation of the Selection Committee and approval by the Board of Management in its meeting held on 6<sup>th</sup> January 2014 vide resolution No. 87/14 the Hon'ble Vice-Chancellor is pleased to appoint Sh. Akhilesh Kumar S/o Shri Sudhish Kumar Pathak date of birth 05-05-1980 on the post of Assistant Professor in Education on a fixed remuneration Rs. 18200/- p.m. (Eighteen thousand two hundred rupees only) in the UGC pay scale 15600-39000 & AGP 6000/- as per State Govt. notification No.F.12(6)FD (Rules) /05 Jaipur, dated 13-3-2006 and F.18(1)Edu-4/2008 dated 16/5/08 as probationer trainee for a period of two years on the following terms & conditions:-

1. He will not be entitled to other allowances like Special Pay, Dearness Pay, Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Bonus, or any other allowance(s) called by whatever name similarly during probation training period.
2. No Travelling Allowance shall be admissible for joining as a Probationer-trainee. In case of journey on duty, he shall be allowed T.A. as on tour and in case of transfer only Mileage Allowance and incidental on the basis of fixed remuneration shall be admissible.
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8. New contributory pension scheme shall apply as per Govt. of Rajasthan notification no. F-13(1)FD/Rules/2003 dated 27.3.2004 and University order no. F-2/VMOU/Estt/vividh-Pension/06/802-829 dated 6/5/06.
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11. The appointment is subject to production of certificates of Physical fitness from competent Medical Officer (C.M.H.O./P.M.O./Superintendent of Medical College)

P.T.O.



- 12. The candidate has to produce a Character Certificate from two reputed persons at the time of joining his duty.
- 13. The candidate is responsible for specific job requirements of teacher in the Open University System. The key elements of teaching work are listed as below.
  - a) Planning and Designing of Curriculum and Programme
  - b) Writing/Rewriting, Editing, Revision, Translation of Unit
  - c) Vetting of Translation and Copy editing
  - d) Adaptation of a Unit
  - e) Audio, Video Programme
  - f) Radio Conferencing/Tele-Conference
  - g) Maintenance of a Course (Updating, Correcting Errors, Supplementary Material, Revision of Programme Guide & Prospectus, Assignment etc.)
  - h) Coordination of a Course/Programme
  - i) Designing, Establishing, Monitoring Student Support Services
  - j) Professional Development (Seminars etc.)
  - k) Research & Self Development
  - l) Developing electronic media based materials and electronic media based counselling
- 14. He is responsible for participation in contact programmes, workshops, week-end programmes, summer institutes, face to face teaching etc.
- 15. The candidate shall be responsible for any other work assigned by the University.
- 16. He may be transferred to any Regional / Study Centre of the University as and when it is deemed necessary.
- 17. Application for any post to any other institutions will not be forwarded by V.M.O.U. during probation trainee period i.e. two year.
- 18. He is directed to report on duty to Office of the Registrar, Vardhaman Mahaveer Open University, Kota within a period of 30 days from the date of issuing of the order; otherwise the appointment order will be treated as cancelled. He will be governed by the terms and conditions of the Service rules and the contract as may be specified by the Statute and the Ordinance of the University from time to time. Amended Service Rules shall apply to the appointment on or after 20.1.2006 as per the direction of Govt. of Rajasthan.

REGISTRAR

Copy to the following for information & necessary action:-

- 1. The Principal Secretary, Hr. Education, Govt. of Raj., Jaipur
- 2. OSD, Hr. Edu. (Gr.-4) Deptt. Govt. of Raj., Jaipur
- 3. Director Academic, Vardhaman Mahaveer Open University, Kota.
- 4. Finance Officer, Vardhaman Mahaveer Open University, Kota.
- 5. Secretary to V.C., Vardhaman Mahaveer Open University, Kota.
- 6. Dr/Sh. .... S/o Sh. ....
- 7. Personal File Dr/Sh. *Ashwini Kumar*
- 8. Bill Clerk, Accounts & Finance, VMOU, Kota.

*[Signature]*  
DY.REGISTRAR(ESTT.)



102

48

10-1-14  
1938

सेवामें

श्रीमान् कुलसचिव महोदय,  
वर्धमान महावीर खुला विश्वविद्यालय,  
कोटा।

विषय:- ज्याइनिंग रिपोर्ट प्रस्तुत करने बाबत।

मान्यवर,

उपरोक्त विषयान्तर्गत सादर निवेदन है कि कुलसचिव कार्यालय, वर्धमान महावीर खुला विश्वविद्यालय, कोटा के द्वारा जारी कार्यालय आदेश No.F.2/VMOU/Estt//14/17100-06 दिनांक 08-01-2014 के क्रम में आज दिनांक 09-01-2014 को पूर्वान्ह सहायक आचार्य (शिक्षा) के पद पर अपनी उपस्थिति दे रहा हूँ। सूचनार्थ प्रेषित है।

दिनांक 09-01-2014

भवदीय  
@Akhil Kumar / अखिलेश कुमार  
(अखिलेश कुमार)  
आत्मज श्री सुधीश कुमार पाठक

Dr. ESH.  
Dr. T. Singh 9/1/14

670 (PAR)  
09-01-14

It may be sent to DR. ESH  
Registrar 09-01-14

En. Yadav Dr. ESH.  
7-1-14  
9/1/14

कोटा (राज.)