



No. EN-5/14/P-74/

Dated:

Mr Jagdish Chander, Clerk (Daily wages)  
Directorate of Distance Education,  
M.D. University, Rohtak.

**Sub: Regularization as Clerk-cum-Jr. Data Entry Operator.**

The Vice-Chancellor, after having sympathetic consideration in the light of the State Government regularization policy 2003 as well as award dated 04.03.2003 of the Labour Court, Rohtak, has been pleased to regularize your services as Clerk-cum-Jr. Data Entry Operator as a special case w.e.f. 06.08.2014 in the pay band of ₹5200-20200+1900GP+40SP as you have completed more than three years service on daily wages basis, subject to the following conditions:

1. You will have to undergo a computer training to learn computer skills for a period of one month in Computer Centre and on the last day of training, you will be subjected to computer typing test to evaluate your knowledge of computer skills.
2. You will be entitled to usual allowances and other benefits of the University i.e. New Pension Scheme, Leave etc. as admissible under the University Rules.
3. You will be on probation for a period of one year w.e.f. 06.08.2014 in the first instance. If during the period of probation, your work and conduct is not found good or if you want to leave the University Service, this appointment can be terminated by giving one month's notice or one month's salary in lieu thereof, as the case may be, on either side. After confirmation, whenever effective, three months' notice or three months' salary in lieu thereof will be required for termination of service on either side.
4. Your documents are to be got verified from the issuing authority and reported to be genuine.
5. Your Character and Antecedents shall be got verified from the police and in case, any adverse facts come to the notice of the University regarding your character and antecedents, your services shall be liable to be terminated without any notice.
6. The right to post you either at Rohtak or at any place within the jurisdiction of the University shall vest with University and you will have to stay within the Jurisdiction of your place of posting.
7. The other terms and conditions of your services in so far as there are not specified here, will be governed by the rules and regulations of this University as are framed/made applicable from time to time.
8. You are required to furnish the following documents at the time of your joining:
  - i) Medical Fitness Certificate from Chief Medical Officer, Rohtak.
  - ii) Character Certificate and Antecedents (Proforma enclosed).

Encl.: As above.

*Sdr*  
Deputy Registrar (Estt. NT)  
for REGISTRAR

Endst. No. EN-5/14/P-56/ 16345-49

Dated: 22/9/14

Copy of the above is forwarded to the following for information and necessary action:

1. Chief Medical Officer, M.D. University, Rohtak.
2. Director, University Computer Centre, M.D. University, Rohtak.
3. Director (DDE), M.D. University, Rohtak.
4. Finance Officer, M.D. University, Rohtak.
5. Dy. Registrar (Legal), M.D. University, Rohtak. He is requested to withdraw the appeal filed by the University in the case of Mr Jagdish Chander, Clerk (Daily wages) in Hon'ble Punjab & Haryana High Court, Chandigarh.

*M. S. Singh*  
Deputy Registrar (Estt. NT)