

# Mata Tripura Sundari Open University, Tripura

## Details of Academics & Non-Teaching Staff

S.No	Name	Designation	Nature of Appointment	Qualification	Date of Joining
1	Dr. R. K Upadhyay	Registrar	Full-Time	Ph.D	08-04-2024
2	Dr. Ankur Kumar Agrawal	Finance Officer	Full-Time	Ph.D	08-04-2024
3	Prof. Manoj Varshney	Dean Academics	Full-Time	Ph.D	12-04-2024
4	Mr. Umesh Chandra Sharma	Controller of Examination	Full-Time	MCA	15-04-2024
5	Dr. Ram Kumar Pathak	Deputy Registrar	Full-Time	Ph.D	18-04-2024
6	Dr. Sanjay Pal	Assistant Registrar	Full-Time	Ph.D	18-04-2024
7	Mr. Himanshu Saxena	Section Officer	Full-Time	MA	22-04-2024
8	Mr. Rohit Kumar Sharma	Assistant 1	Full-Time	MA	26-04-2024
9	Mr. Khiresh Sharma	Assistant 2	Full-Time	MA	26-04-2024
10	Ms. Rainu Verma	Assistant 3	Full-Time	LLM	26-04-2024
11	Mr. Manoj Kumar	Computer Operator 1	Full-Time	MA	29-04-2024
12	Mr. Pankaj Kumar	Computer Operator 2	Full-Time	MA	29-04-2024
13	Mr. Devendra Singh	Multi Tasking Staff 1	Full-Time	XII	30-04-2024
14	Mr. Deepak Sharma	Multi Tasking Staff 2	Full-Time	VIII	02-05-2024
15	Mr. Vivek Kumar	Counsellor 1	Full-Time	XII	25-04-2024
16	Mr. Uday Chautala	Counsellor 2	Full-Time	XII	25-04-2024
17	Ms. Garima Gupta	Counsellor 3	Full-Time	XII	25-04-2024
18	Mr. Abhay Kumar	Technical Staff 1	Full-Time	Graduation	22-04-2024
19	Mr. Rahul Kumar	Technical Staff 2	Full-Time	Graduation	25-04-2024
20	Mr. Rajendra Kumar	Technical Staff 3	Full-Time	Graduation	16-04-2024
21	Mr. Harvendra Singh	Assistant Librarian	Full-Time	NET	01-05-2025

  
Vice Chancellor  
Mata Tripura Sundari Open University  
Gomati-Tripura

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/01

Dated: 08 April 2024

To,  
Dr. R K Upadhyay,  
S/o Mr. Chandra Pal Singh,  
Sarvoday Nagar,  
Javed Gas Godown Street,  
Near PAC Quarsi,  
Ramghat Road,  
Aligarh

### Order of Appointment

Dear Dr. Upadhyay,

With reference to the discussion held at the University, we are pleased to offer you the post of Registrar of the University w.e.f. 08 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 37400-67000 with AGP of Rs. 10,000/- on a monthly gross salary of Rs.1,40,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.



- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Vice Chancellor  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Hon'ble Vice Chancellor,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MITSOU/RO/00A/2023-24/01.....dated  
08/04/24....., I ..... Dr. R. K. Upadhyay ..... is joining  
as ..... Registrar ..... in the School/Office  
of ..... Registrar Office ..... at the University w.e.f. 08/04/24

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: ..... [Signature] .....

Name: Dr. R. K. Upadhyay

Date: 08/04/24

Vice Chancellor

[Signature]  
Vice Chancellor  
Mata Tripura Sundari Open University  
Gomati-Tripura



# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/103

Date: 11-Apr-2025

Dr. R. K Upadhyay  
Registrar  
MTSOU, Tripura

Dear Sir/Madam,


I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/01 dated 08 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Registrar in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

Vice Chancellor

  
Vice Chancellor  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU /RO/OOA/2023-24/02

Dated: 08 April 2024

To,  
Dr. Ankur Kumar Agrawal,  
S/o Mr. Sudhir Kumar Agrawal,  
T-203, Professor Colony,  
Ramghat Road,  
Aligarh

### Order of Appointment

Dear Dr. Agrawal,

With reference to the discussion held at the University, we are pleased to offer you the post of Finance Officer of the University w.e.f. 08 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 37400-67000 with AGP of Rs. 10,000/- on a monthly gross salary of Rs.1,10,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.



- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Vice-Chancellor  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Hon'ble Vice Chancellor,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSOU/RO/COA/2023-24/02.....dated  
08/04/24....., I ..... Dr. Ankur Kumar Aggarwal..... is joining  
as ..... Finance Officer..... in the School/Office  
of ..... Finance Office..... at the University w.e.f. 08/04/2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: .....

Name: Dr. Ankur Kumar Aggarwal

Date: 08/04/24

Vice Chancellor

  
Vice Chancellor  
Mata Tripura Sundari Open University  
Gomati-Tripura



# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/104

Date: 11-Apr-2025

Dr. Ankur Kumar Agarwal  
Finance Officer  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/02 dated 08 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Finance Officer in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref.No. MTSOU/RO/OO/2023-24/04

Dated: 12 April, 2024

**Office-Order**

1. Prof. Manoj Varshney has been appointed as Professor of Computer Science at the Mata Tripura Sundari Open University w.e.f 12 April 2024. He will also perform the additional responsibility of Dean Academics.
2. All concerned may please note and extend necessary support to enable him to deliver his responsibilities efficiently.
3. This has the approval of the competent authority.

  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

CC:

PA to Hon'ble VC for his kind information

Finance Officer

Deputy Registrar

All Deans/Directors/HoDs/Faculty/Staff



Ref. No.: MTSOU /RO/OOA/2023-24/04

Dated: 15 April 2024

To,  
Mr. Umesh Chandra Sharma,  
S/o Mr. K.D. Sharma,  
Arya Samaj Road, Mursan,  
Hathras

### Order of Appointment

Dear Mr. Sharma,

With reference to the discussion held at the University, we are pleased to offer you the post of Controller of Examination of the University w.e.f. 15 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 37400-67000 with AGP of Rs. 10,000/- on a monthly gross salary of Rs.90,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Vice Chancellor  
Mata Tripura Sundari Open University  
Gomati-Tripura



**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

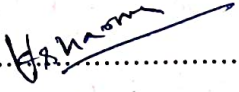
Respected Sir,

With reference to your letter no. ...MTSDU/RO/DOA/2023-24/04 dated  
15/4/2024, I ...UMESH CHANDRA SHARMA is joining  
as ...Controller Of EXAMINATION in the School/Office  
of ...EXAMINATION at the University w.e.f. ...15/4/2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: ..........

Name: ...Umesh Chandra Sharma...

Date: ...15/4/2024...

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/105

Date: 17-Apr-2025

Mr. Umesh Chandra Sharma  
Controller of Examination  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/04 dated 15 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Controller of Examination in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU /RO/OOA/2023-24/13

Dated: 18 April 2024

To,  
Dr. Ram Kumar Pathak,  
S/o Mr. Devi Singh Pathak,  
Jadgamba Colony, Near New Bridge,  
Sadar Road, Mathura

### Order of Appointment

Dear Dr. Pathak,

With reference to the discussion held at the University, we are pleased to offer you the post of Deputy Registrar of the University w.e.f. 18 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 15600-39100 with AGP of Rs.7,600/- on a monthly gross salary of Rs.52,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.



- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSOU/RO/00A/2023-24/13 dated 18 April 2024 Ram Kumar Patheek is joining  
as Deputy Registrar in the School/Office  
of Registrar at the University w.e.f. 18 April 2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: 

Name: Ram Kumar Patheek

Date: 18/04/2024

  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/115

Date: 21-Apr-2025

Dr. Ram Kumar Pathak  
Deputy Registrar  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/13 dated 18 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Deputy Registrar in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



Ref. No.: MTSOU/RO/OOA/2023-24/14

Dated: 18 April 2024

To,  
Dr. Sanjay Pal,  
S/o Mr. Shanker Pal,  
H.No. 1441 Nala Road Tilak Colony  
Subhash Nagar, Bareilly

### Order of Appointment

Dear Dr. Pathak,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant Registrar of the University w.e.f. 18 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 15600-39100 with AGP of Rs.5,400/- on a monthly gross salary of Rs.40,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
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- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,

The Registrar,

Mata Tripura Sundari Open University,

Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSOU/RO/00A/2023-24/14 dated  
18/04/2024 I SANJAY PAL is joining  
as Assistant Registrar in the School/Office  
of Registrar office at the University w.e.f. 18/04/2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.

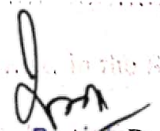
Kindly allow me to join the services.

Thanking You,

Signature: 

Name: Dr. Sanjay Pal

Date: 18/04/2024

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/116

Date: 21-Apr-2025

Dr. Sanjay Pal  
Assistant Registrar  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/14 dated 18 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Assistant Registrar in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/26

Dated: 22 April 2024

To,  
Mr. Himanshu Saxena,  
S/o Mr. Dinesh Chand Saxena,  
Jaiganj,  
Dist. Aligarh

**Order of Appointment**

Dear Mr. Saxena,

With reference to the discussion held at the University, we are pleased to offer you the post of Section Officer of the University w.e.f. 22 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 9300-34800 with AGP of Rs. 4,600/- on a monthly gross salary of Rs. 25,000/- per month. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,

The Registrar,

Mata Tripura Sundari Open University,

Tripura

Subject: Joining Report


Respected Sir,

With reference to your letter no. ..MT.SOU/RD/DOA/2023-24/26 dated 22/01/2024, I HIMANSHU SAXENA is joining as Section officer in the School/Office of Registrar at the University w.e.f. 22/01/2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: 

Name: HIMANSHU SAXENA

Date: 22/01/2024

  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/129

Date: 28-Apr-2025

Mr. Himanshu Saxena  
Section Officer  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/26 dated 22 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Section Officer in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.



Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/46

Dated: 26 April 2024

To,  
Mr. Rohit Kumar Sharma,  
S/o Mr. Mahesh Chand Sharma,  
Sarai Harnarayan,  
Aligarh

**Order of Appointment**

Dear Mr. Sharma,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant of the University w.e.f. 26 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 9300-34800 with AGP of Rs.4,200/- on a monthly gross salary of Rs. 20,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.



- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,

The Registrar,

Mata Tripura Sundari Open University,

Tripura

Subject: Joining Report ..

Respected Sir,

With reference to your letter no. MTSOU/RO/OOA/2023-24/46 dated 26/04/24, I Mr. Rohit Kumar Sharma is joining as office assistant in the School/Office of Registrar Office at the University w.e.f. 26/04/24

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You.

Signature: Rohit Kumar

Name: Rohit Kumar Sharma

Date: 26/04/24

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/152

Date: 30-Apr-2025

Mr. Rohit Kumar Sharma  
Assistant  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/46 dated 26 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Assistant in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



Dated: 26 April 2024

Ref. No.: MTSOU/RO/OOA/2023-24/47

To,  
Mr. Khiresh Sharma,  
S/o Mr. Gopal Krishan Sharma,  
Vill- Mohakampur, Iglas ,  
Aligarh

### Order of Appointment

Dear Mr. Sharma,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant of the University w.e.f. 26 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 9300-34800 with AGP of Rs.4,200/- on a monthly gross salary of Rs.20,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MT.SDU/RO/DDA/2023-24/47 dated 26 April 2024, I Khiresht Sharma is joining as Assistant in the School/Office of Registrar office at the University w.e.f. 26 April 2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.


Kindly allow me to join the services.

Thanking You,

Respected Sir,  
Signature: Khiresht Sharma

Name: Khiresht Sharma

Date: 26 April 2024

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Thanking You,



# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/153

Date: 30-Apr-2025

Mr. Khiresh Sharma  
Assistant  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/47 dated 26 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Assistant in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/48

Dated: 26 April 2024

To,  
Ms. Rainu Verma,  
S/o Late Mr. Kanhaiya Lal Varma,  
102, Khirani ki sarai, Gohar Ali,  
Aligarh

### Order of Appointment

Dear Ms. Verma,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant of the University w.e.f. 26 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 9300-34800 with AGP of Rs.4,200/- on a monthly gross salary of Rs. 20,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,

The Registrar,

Mata Tripura Sundari Open University,

Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. M.T.S.O.U./RO/COA/2023-24/48..dated 26/04/2024...., I .....Ms:.....Rainu.....Veerna..... is joining as .....Assistant..... in the School/Office of .....Registrar Office..... at the University w.e.f. 26/04/2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: .....Rainu.....

Name: ...Ms:.....Rainu.....Veerna.....

Date: 26/04/2024

Rainu  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/154

Date: 30-Apr-2025

Ms. Rainu Verma  
Assistant  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/48 dated 26 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Assistant in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/49

Dated: 29 April 2024

To,  
Mr. Manoj Kumar,  
S/o Mr. Shri. Seth,  
Devetray Hospital  
Ramghat Road, Aligarh

**Order of Appointment**

Dear Mr. Kumar,

With reference to the discussion held at the University, we are pleased to offer you the post of Computer Operator of the University w.e.f. 29 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 9300-34800 with AGP of Rs.4,200/- on a monthly gross salary of Rs.18,000/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.



- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,

The Registrar,

Mata Tripura Sundari Open University,

Tripura

Subject: Joining Report ..

Respected Sir,

With reference to your letter no. MTSOU/RD/OOA/2023-24/49 dated  
29/04/24, I Manoj Kumar is joining  
as Computer Operator in the School/Office  
of Registrar Office at the University w.e.f. 29/04/24

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.

Kindly allow me to join the services.

Thanking You.

Signature: Manoj Kumar

Name: Manoj Kumar

Date: 29/04/24

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/155

Date: 02-May-2025

Mr. Manoj Kumar  
Computer Operator  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/49 dated 29 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Computer Operator in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura



Ref. No.: MTSOU/RO/OOA/2023-24/50

Dated: 29 April 2024

To,  
Mr. Pankaj Kumar,  
S/o Suresh Chand Sharma  
233/4, Indralok Colony, Krishna Nagar  
Mathura, Uttar Pradesh

### Order of Appointment

Dear Mr. Kumar,


With reference to the discussion held at the University, we are pleased to offer you the post of Computer Operator of the University w.e.f. 29 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 9300-34800 with AGP of Rs. 4,200/- on a monthly gross salary of Rs.18,500/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSU/RO/00A/2023-24/50.....dated  
29 April 2024..... PANKAJ KUMAR..... is joining  
as COMPUTER OPERATOR..... in the School/Office  
of REGISTRAR..... at the University w.e.f. 29 April 2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.


Kindly allow me to join the services.

Thanking You,

Signature: Pankaj .....

Name: PANKAJ KUMAR .....

Date: 29..APRIL 2024

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/156

Date: 02-May-2025

Mr. Pankaj Kumar  
Computer Operator  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/50 dated 29 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Computer Operator in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomali-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/51

Dated: 30 April 2024

To,  
Mr. Devendra Singh,  
S/o Shri. Bachu Singh,  
Mirjapur, Post- Beswan,  
Distt.- Aligarh

**Order of Appointment**

Dear Mr. Singh,

With reference to the discussion held at the University, we are pleased to offer you the post of Multi-Tasking staff of the University w.e.f. 30 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 5200-20200 with AGP of Rs.1,800/- on a monthly gross salary of Rs.12,500/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,

The Registrar,

Mata Tripura Sundari Open University,

Tripura

Subject: Joining Report ..

Respected Sir,

With reference to your letter no. MTSOU/RO/DOA/2023-24/51 dated

30.04.24, I Devendra Singh is joining

as Multi-tasking Staff in the School/Office

of Registrar Office at the University w.e.f. 30.04.24.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You.

Signature: Devendra

Name: Devendra Singh

Date: 30.04.24

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/157

Date: 02-May-2025

Mr. Devendra Singh  
Multi-Tasking Staff  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/51 dated 30 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Multi-Tasking Staff in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/54

Dated: 02 May 2024

To,  
Mr. Deepak Sharma,  
S/o Mr. Mahavir Sharma,  
Vill + Post Bamoli,  
Aligarh

### Order of Appointment

Dear Mr. Sharma,

With reference to the discussion held at the University, we are pleased to offer you the post of Multi-Tasking staff of the University w.e.f. 02 May 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 5200-20200 with AGP of Rs.1,800/- on a monthly gross salary of Rs.12,500/- per month.. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.



- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (a) You shall submit all the original certificates for verification and the copies of following:
- (i) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (b) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (c) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. M.T.SOU./Ro./00A/2023-24/54.....dated  
02/05/2024....., I ..... Deepak Sharma..... is joining  
as ..... Multi-Tasking Staff..... in the School/Office  
of ..... Registrar Office..... at the University w.e.f. 02/05/24...

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: Deepak Sharma.....

Name: ..... Deepak Sharma.....

Date: ..02/05/24

Deepak Sharma  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/160

Date: 06-May-2025

Mr. Deepak Sharma  
Multi-Tasking Staff  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/54 dated 02 May 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Multi-Tasking Staff in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomali-Tripura



Ref. No.: MTSOU/RO/OOA/2023-24/37

Dated: 25 April 2024

To,  
Mr. Vivek Kumar,  
R/o H.No. G-36-B, Lajpat Nagar,  
Sahibabad, Paswada  
Ghaziabad, Uttar Pradesh

### Order of Appointment

Dear Mr. Kumar,

With reference to the discussion held at the University, we are pleased to offer you the post of Counselor of the University w.e.f. 25 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.19,000/- per month.. You will be provided free shared accommodation, water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.


Village Chandrapur Colony, Udaipur, Distt. Gomati (South Tripura), Tripura - 799013

Mobile No.: 84487 89806 | [info@mtsou.edu.in](mailto:info@mtsou.edu.in) | [www.mtsou.edu.in](http://www.mtsou.edu.in)

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (m) You shall submit all the original certificates for verification and the copies of following:
- (v) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (n) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (o) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSOU/RO/004/2023-24/37 dated 25/04/24, I Nivek Kumar is joining as Counselor in the School/Office of Registrar at the University w.e.f. 25/04/24

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: Nivek

Name: Nivek Kumar

Date: 25/04/24

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/141

Date: 29-Apr-2025

Mr. Vivek Kumar  
Counselor  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/37 dated 25 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Counselor in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/38

Dated: 25 April 2024

To,  
Mr. Uday Chautala,  
R/o Vill.- Darau Chandpur, Gabhana  
Aligarh, Uttar Pradesh

### Order of Appointment

Dear Mr. Chautala,

With reference to the discussion held at the University, we are pleased to offer you the post of Counselor of the University w.e.f. 25 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.19,000/- per month.. You will be provided free shared accommodation, water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

Village Chandrapur Colony, Udaipur, Distt. Gomati (South Tripura), Tripura - 799013

Mobile No.: 84487 89806 | info@mtsou.edu.in | www.mtsou.edu.in

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (p) You shall submit all the original certificates for verification and the copies of following:
- (vi) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (q) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (r) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSOU/RO/00A/2023-24/38 (U) dated  
25.04.2024, I Uday Chautala is joining  
as Counselor in the School/Office  
of Registrar at the University w.e.f. 25.04.2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the  
competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: Uday

Name: Uday Chautala

Date: 25.04.2024

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/143

Date: 29-Apr-2025

Mr. Uday Chautala  
Counselor  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/38(i) dated 25 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Counselor in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/39*(i)*

Dated: 25 April 2024

To,  
Ms. Garima Gupta,  
R/o 1/18, Sec-1, Suhag Nagar  
Firozabad, Uttar Pradesh

### Order of Appointment

Dear Ms. Gupta,

With reference to the discussion held at the University, we are pleased to offer you the post of Counselor of the University w.e.f. 25 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.19, 000/- per month. You will be provided free shared accommodation, water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

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- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (s) You shall submit all the original certificates for verification and the copies of following:
- (vii) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (t) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (u) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSAU/RO/00A/2023-24/39(i) dated 25.04.24, I Ganima Gupta is joining as Counselor in the School/Office of Registrar at the University w.e.f. 25.04.24.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: Ganima

Name: Ganima Gupta

Date: 25.04.24

  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/145

Date: 29-Apr-2025

Ms. Garima Gupta  
Counselor  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/39(i) dated 25 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Counselor in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



Ref. No.: MTSOU/RO/OOA/2023-24/29

Dated: 22 April 2024

To,  
Mr. Abhay Kumar,  
R/o ITI Road, Barola, Jafatabad  
Aligarh, Uttar Pradesh

### Order of Appointment

Dear Mr. Kumar,

With reference to the discussion held at the University, we are pleased to offer you the post of 'Technical staff' of the University w.e.f. 22 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.18,000/- per month.. You will be provided free shared accommodation, water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

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- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (d) You shall submit all the original certificates for verification and the copies of following:
- (ii) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (e) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (f) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSOU/RO/DOA/2023-24/29 dated 23/04/24, I Abhay Kumar is joining as Technical Staff in the School/Office of Registrar at the University w.e.f. 23/04/24

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: Abhay

Name: Abhay Kumar

Date: 23/04/24

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/132

Date: 28-Apr-2025

Mr. Abhay Kumar  
Technical Staff  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/29 dated 22 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Technical Staff in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar

Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/43

Dated: 25 April 2024

To,  
Mr. Rahul Kumar,  
R/o Gopi Chandpur  
Aligarh, Uttar Pradesh

### Order of Appointment

Dear Mr. Kumar,

With reference to the discussion held at the University, we are pleased to offer you the post of Technical staff of the University w.e.f. 25 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.18,000/- per month.. You will be provided free shared accommodation, water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

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- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (g) You shall submit all the original certificates for verification and the copies of following:
- (iii) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (h) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (i) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTSOU/RO/DOA/2023-24/213 dated 25/04/2024, I Rahul kumar is joining as Technical Staff in the School/Office of Registrar at the University w.e.f. 25/04/2024

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: Rahul

Name: Rahul kumar

Date: 25/04/2024

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/149

Date: 29-Apr-2025

Mr. Rahul Kumar  
Technical Staff  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/43 dated 25 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Technical Staff in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

Ref. No.: MTSOU/RO/OOA/2023-24/08(i)

Dated: 16 April 2024

To,  
Mr. Rajendra Kumar,  
R/o Mohalla Mahadev, Ramleela road, Dibai  
Dibai, Uttar Pradesh

### Order of Appointment

Dear Mr. Kumar,

With reference to the discussion held at the University, we are pleased to offer you the post of Technical staff of the University w.e.f. 16 April 2024. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on a monthly gross salary of Rs.18,000/- per month.. You will be provided free shared accommodation, water & electricity bill and all taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

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- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (j) You shall submit all the original certificates for verification and the copies of following:
- (iv) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (k) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (l) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,  
The Registrar,  
Mata Tripura Sundari Open University,  
Tripura

Subject: Joining Report

Respected Sir,

With reference to your letter no. MTS 04/RO/00A/2023-24/080 dated 16/04/24, I Rajendra Kumar is joining as Technical Staff in the School/Office of Registrar at the University w.e.f. 16/04/24.

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You,

Signature: Rajendra

Name: Rajendra Kumar

Date: 16/04/24

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

# **Mata Tripura Sundari Open University** **Tripura**

Ref.: MTSOU/RO/Letter/2025-26/110

Date: 21-Apr-2025

Mr. Rajendra Kumar  
Technical Staff  
MTSOU, Tripura

Dear Sir/Madam,

I am happy to share with you that your association with the University during the past one year has been very useful. We desire that the University will continue to be benefitted by your expertise.

Further, in continuation of your appointment letter no. MTSOU/RO/OOA/2023-24/08(i) dated 16 Apr 2024 and on the basis of the recommendation of the competent authority we are pleased to extend your services as Technical Staff in the Mata Tripura Sundari Open University, Tripura.

Continuation of your service will be governed by the same terms and conditions as given in your original appointment letter.

I am confident that the University would be enriched more and more with your dedication and integrity.

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura



Ref. No.: MTSOU/RO/OOA/2025-26/168

Dated: 01 May 2025

To,  
Mr. Harvendra Singh,  
S/o Mr. Jagat Singh,  
17/236, J/2I, Vivek Vihar Colony,  
Agra Road Sasni Gate  
Aligarh,

### Order of Appointment

Dear Mr. Singh,

With reference to the discussion held at the University, we are pleased to offer you the post of Assistant Librarian of the University w.e.f. 01 May 2025. You will be on probation for one year, on successful completion of which your services may be extended with the approval of competent authority.

- (i) Your appointment shall be governed by the University's rules and regulations as amended from time to time.
- (ii) You will be placed on band pay of Rs. 15600-39100 with AGP of Rs. 6,000/- on a monthly gross salary of Rs. 27,500/- per month. All taxes as per rules, applicable from time to time shall be deducted at source.
- (iii) You shall be deemed to be on probation even after expiry of the aforesaid initial period unless confirmed in writing. The notice period on either side during probation will be one month or one month salary in lieu. However, in case of indiscipline, insubordination, non-performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the management shall be at liberty to terminate your services without notice and payment in lieu thereof.
- (iv) You shall be required to carry out all the shift duties assigned to you from time to time with honesty and integrity.
- (v) You shall observe secrecy of all affairs of the University and follow the University dress code.
- (vi) During the period of your employment with University, you will not be entitled to serve anywhere else, whether full time or part time. You shall not get yourself enrolled for any degree course or examination, whether of Mata Tripura Sundari Open University or any other University without prior permission of the competent authority. You will not be permitted to carry on any private job/tuition/business during the course of your services with the University. You will also not participate in politics or will not have association with any political party.
- (vii) Non-vegetarian food, use of tobacco/gutka, smoking and drinking of alcohol are strictly prohibited on the campus.
- (viii) Your services shall be liable to be taken in any Institute or faculty of the University depending on the qualification exigencies of the services and requirements of the Institute/Faculty.
- (ix) You will also have to work after office hours and on holidays in case such exigency arises without payment of any extra remuneration / allowance.
- (x) You shall undertake to abide by the rules, regulations and code of conduct framed by the University as amended from time to time and also such orders/instructions that may be issued by the Vice-Chancellor/Registrar or any other authorized officers of the University.

- (xi) In the event of your having furnished false information, documents, testimonials or credential, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.
- (xii) This appointment is subject to the fulfillment of following conditions within 15 days of joining:
- (s) You shall submit all the original certificates for verification and the copies of following:
- (vii) All original testimonials including experience certificates etc. for verification only.
  - (ii) Attested photocopies of all testimonials.
  - (iii) Four Photograph passport size.
  - (iv) Medical Fitness Certificate from C.M.O.
  - (v) Blood Group Certificate.
  - (vi) Address and Identity Proof.
  - (vii) Photocopy of PAN Card and Aadhar Card.
  - (viii) List of Family members and / or dependents.
  - (ix) Caste Certificate for SC/ST/OBC
- (t) You are requested to sign the duplicate copy of this appointment order and return to the office of the undersigned as a token of your acceptance of the offer with the terms and conditions stipulated therein.
- (u) The management reserves the right to transfer you anywhere in India in their existing offices or to be setup in future.

We welcome you to the Mata Tripura Sundari Open University family.

CC: Finance Officer  
Personal File

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura

**MATA TRIPURA SUNDARI OPEN UNIVERSITY,**  
**TRIPURA**

**JOINING REPORT**

To,

The Registrar,

Mata Tripura Sundari Open University,

Tripura

Subject: Joining Report ..

Respected Sir,

With reference to your letter no. MTSOU/RO/DOA/2025-26/168 dated

01/may/2025, Harvendra Singh is joining

as Assistant Librarian in the School/Office

of Registrar Office at the University w.e.f. 01/may/2025

I undertake to assume full responsibility of any appropriate duties assigned to me by the competent authority of the University.

Kindly allow me to join the services.

Thanking You.

Signature: Harvendra Singh

Name: HARVENDRA SINGH

Date: 01/may/2025

  
Registrar  
Mata Tripura Sundari Open University  
Gomati-Tripura