

**General Terms and Conditions of Appointment for the post of Stenographer
(with reference to Advert. no. I-34/Q/Rectt/2021-22, Exam conducted on 06.11.2022)**

The offer of appointment to the selected candidates, vide Selection List published on the SGPGIMS website, will be subject to the following terms and condition -

1. The scale of pay will be as per Appointment letter
2. This appointment is purely temporary but likely to continue and can be terminated on three months' notice from either side or in lieu of this notice on payment of a sum equivalent to three months salary.
3. The employee cannot however; surrender pay and allowances in lieu of the period of the notice or the expired portion thereof and the employee may be required to serve for the full period of notice.
4. You shall be on probation for a period of two years from the date of appointment and the probation period may at the discretion of the competent authority be curtailed or extended by such period as deemed necessary.
5. During the probation period you may be required to undergo such training and qualify such tests as may be required. Failure to qualify in the tests prescribed or to complete the training being imparted will render your services liable to be terminated forthwith without assigning any reason.
6. Failure to complete probation period to the satisfaction of the competent authority will render you liable to be discharged from service at any time without any notice and assigning any reason or reverted to a lower post on which you may be having a lien.
7. During the period of probation, you will not be entitled to any increment & increments along with arrears of pay and allowances, which would be released on successful completion of the probation period.
8. Private work of any kind whatsoever is prohibited.
9. You will be required to contribute compulsorily towards terminal benefits found in accordance with the rules in force from time to time.
10. You will not be entitled to any travelling allowance for joining the appointment.
11. You will be required to appear before the Medical Board of this Institute for obtaining Medical Fitness Certificate. Your joining will be subject to fitness clearance from the Medical Board.
12. You are required to submit declaration to the effect that you do not have more than one spouse living or that you, having a spouse living have not married again where such marriage is void by reason of its taking place during the life of such spouse.
13. You are also required to submit the following certificates before or at the time of joining duty.
 - (a) Character certificate from at least two class-I Gazetted Officer.
 - (b) Affidavit affirming that you have not been prosecuted for any criminal offence nor there is any criminal case pending against you in any court of law.
 - (c) Certificate from the Competent Authority of Govt. of Uttar Pradesh in support of your claim that you belong to scheduled caste/scheduled tribe /other Back ward community/ EWS of Uttar Pradesh, if applicable.
14. You will be entitled to General Pool Accommodation subject to availability & on such deduction as may be prescribed from time to time; otherwise house rent allowance as fixed by the Institute from time to time, will be admissible.
15. If any of the declaration, information and documents furnished by you is found to be false or if you are found to have wilfully suppressed any material information. You will liable to be removed from service and such other action as the competent authority may deem necessary.
16. The aforesaid appointment is subject to the condition that the report about verification of your

character and antecedents is satisfactory.

17. Other terms and conditions of service will be governed by the relevant rules and orders from time to time.

18. You are hereby informed that original copy of Appointment letter should be received from the Recruitment Cell (Room No. 228, 1st Floor Adm Block, SGPGIMS) (timing 10AM to 4PM on working days). You are further informed that you will be required to report to the Joint Director (Admin) office, SGPGIMS, for joining after receiving the Appointment Letter, **on or before 15.05.2023**, failing which your appointment is liable to be cancelled, as per the decision of the Director SGPGIMS. Kindly follow the process of joining as instructed by the Joint Director (Admin) office.

19. In the case you accept the offer; you will be taken as a direct and fresh recruit and not on deputation. If your present office agrees to keep a lien, this Institute will not undertake any liability in respect of pension and leave salary contribution etc.

20. Please bring original mark sheets, certificates and testimonials in support of your qualification and experience for verification at the time of joining and three photographs which you have been uploaded on online application / form.

21. Please also bring formal relieving and "No dues" Certificate from your employer at the time of joining, without which joining will not be considered, if applicable.

22. You are entitled for new pension scheme as approved by Govt. of U.P.

Joint Director Administration

(This is issued with approval of the Director SGPGIMS)