

ROYAL UNIVERSITY OF BHUTAN

Memorandum of Agreement

1. NAME OF EMPLOYER:

..... (College/OVC), **ROYAL UNIVERSITY OF BHUTAN.**

2. NAME OF EMPLOYEE:

Mr. /Ms. (“You”)

3. DATE OF COMMENCEMENT AND SERVICE RULES

3.1 Your employment with the College/ OVC will begin on.....**(DD/MM/YYYY)**. You will be reporting to..... (Name & Designation of Supervisor) or his/her successor from time to time.

3.2 You are required to render at least five years of service to RUB failing which you are liable to refund salaries paid for the actual number of months or a maximum of up to 12 month’s salary if your service exceeds one year as penalty.

3.3 You are required to comply with the Code of Ethics and Service Rules of RUB (the “Rules”) in force from time to time, as they apply to you. In the event of inconsistency between this Agreement and the Rules, this Agreement shall prevail.

4. JOB TITLE AND DUTIES

You are employed under RUB as detailed below:

- Designation:
- Position Level:
- Placement: (College/OVC)

The duties that you perform may from time to time be varied by the Agency. You must devote all your time, attention and skill to your duties and at all times act in the best interests of the College and/or Agency. You shall obey the instructions of your

Supervisor.

5. PROBATION

- 5.1 The first six months of your employment shall be regarded as probationary period. If your performance is found satisfactory by the Supervisor/Head, your employment shall be regularized thereafter.
- 5.2 The RUB during or at the end of the probationary period may dismiss your service if your performance is found unsatisfactory. In such a case, you may not be liable for the refund of salary as penalty.

6. PAY, OTHER BENEFITS AND DEDUCTIONS

- 6.1 Your Pay Scale is **Nu.** In addition to your pay, you will also receive a monthly pay allowance of Nu. These payments will be made in arrears in or around the last week of the month. All payments under this Agreement shall be made less those deductions required by law, such as TDS and healthcare contributions.
- 6.2 Details of any other allowances are contained in the Rules.

7. LEAVE

Your leave entitlement and the rules governing how it may be taken are set out in the Rules.

8. ABSENCE FROM WORK

- 8.1 If you are absent due to illness, injury or some other reason you must notify your Supervisor or, if they are unavailable, another manager in the organization by 10 am on the first day of absence. You must keep the College/OVC fully informed during your absence of the likely date of return to work and your state of health.

I confirm my agreement to the terms and conditions of employment set out above.

Legal
Stamp

Legal
Stamp

Mr./Ms.
CID No.
Dated (dd/mm/yyyy): _____

Guarantor : _____
CID No.: _____
Mobile No.: _____
Present Address: _____

Legal
Stamp

Permanent Address:
Village: _____
Gewog: _____
Dzongkhag: _____

Mr. /Ms.
Designation: _____
Dated (dd/mm/yyyy): _____
For and on behalf of
Royal University of Bhutan

Witness: _____
Designation: _____