



**Dr YS PARMAR UNIVERSITY OF HORTICULTURE AND FORESTRY**  
**NAUNI 173 230 SOLAN (HP) INDIA**  
**DIRECTORATE OF RESEARCH**

No.UHF/DR/Rectt/IV-27/2015/-2915-65

Dated: 07.08.2026

**NOTIFICATION**

In continuation of this office Notification No.UHF/DR/Rectt/IV-27/2015/2128-2168 dated 13.07.2026, the Vice-Chancellor, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan), is pleased to revise the terms and conditions for engagement to various temporary positions (Research Associate/Senior Research Fellow/Junior Research Fellow/Young Professionals/supporting staff etc.) under externally funded projects. Accordingly, the Engagement Letter, Contract Agreement and processing fee for the engagement of incumbents on the aforesaid positions henceforth shall be as per Annexure-I, II and III respectively.

This is issued with the prior approval of the Competent Authority.

  
**Director of Research**  
**Dated:**

**Endst.No.Even./-**

**Copy of the above is forwarded (through e-mail) to the following for information and necessary action:**

1. All the Statutory Officers, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan).
2. The Dean, College of Horticulture and Forestry, Neri, District Hamirpur (H.P.).
3. The Dean, College of Horticulture and Forestry, Thunag at Gohar (Gudahari), District Mandi (H.P.).
4. All the Heads of Departments/Offices, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni (Solan).
5. All the Associate Directors (R&E)/In-charge(s) of Outstations, including Krishi Vigyan Kendras (KVKs).
6. The Incharge, CIC, Dr. Y.S. Parmar University of Horticulture and Forestry, Nauni, with the request to upload the notification on the University website.
7. The Assistant Registrar, Office of the Director of Research.
8. Guard File.

  
**Director of Research**

**A. IMPORTANT TERMS AND CONDITIONS INCORPORATED IN ENGAGEMENT LETTER:**

- i) that your engagement to the said position is purely temporary and co-terminus basis with the project (i.e. upto \_\_\_\_\_) and can be terminated at any time without assigning any reason.
- ii) that you shall be paid Rs. \_\_\_\_\_/- per month (fixed).
- iii) that you shall be required to perform the duties comparable to your status as may be assigned to you from time to time.
- iv) that you shall not be paid any TA/DA for joining the position.
- v) **Since the above position is purely temporary, non-sanctioned and created solely for the duration of the short-term project to achieve its specific objectives, the incumbent shall have no claim whatsoever for regularization, absorption, or appointment against any regular post in the University by virtue of such engagement.**
- vi) that no other service benefits are attached with the position and you will not be entitled for the benefits being enjoyed by the regular employees of this University in accordance with the rules.
- vii) that your headquarters is liable to be changed anywhere in Himachal Pradesh.
- viii) that you shall be required to submit monthly progress report of the work done by you under the research project to the Principal Investigator/Head of the department and also maintain proper records of Research, Teaching and other experimental data and relevant records thereof, information and also account for the income, expenditure and goods vouchers etc. The necessary vouchers/receipts will be open for inspection by the University authorities. The necessary vouchers/receipts will be open for inspection by the University authorities.
- ix) that in case of unsatisfactory performance, the emoluments can be withdrawn.
- x) that University will not be obliged to provide any transport facility from your residence to the place of work.
- xi) that taking part in strike or creating any type of indiscipline will result to the termination from the position without serving any notice.
- xii) that you will not be entitled for any kind of leave except **15 days' Casual Leave, 02 days Restricted Holiday** in a calendar year and maternity leave as per rules (**maternity leave in case of female candidate only**).
- xiii) that you have to serve one-month notice prior to resignation or have to deposit one-month salary on immediate resignation.
- xiv) that you shall have to execute service contract agreement in triplicate **at the time of joining** on judicial stamp paper worth Rs.15/- at your own cost duly attested and registered with the Executive Magistrate/Tehsildar/SDM or notary **and ensure that the terms and conditions should be mentioned in accordance with engagement letter.**

In case the above terms and conditions are acceptable to you, you may report for the duty to the \_\_\_\_\_ (name of deptt.) within a period of **35 days** from the issuance of this letter, failing which the engagement shall be treated as cancelled.



**The important points to be noted by the Deptts./Offices/Outstations/KVKs in case of extension of project/selection/resignation of incumbent:**

- i) It may be ensured that proposal for the extension of project beyond the termination date to achieve left out fiscal/physical targets should be routed through this Directorate for approval of the funding agency.
- ii) The conditions in the contract agreement of the selected staff should be strictly in accordance with the engagement letter and be witnessed by the PI and CO-PI, where available. The contract agreement should be prepared and submitted by the selected candidate at the time of joining, salary will start from the date of agreement is submitted.
- iii) No written/verbal consent should be taken from the project staff to work at his/her own risk and it may be ensured that the services are terminated immediately where physical funds are not being received.
- iv) The one-month notice prior to resignation should be sent immediately to this directorate for acceptance. Once the acceptance of notice is conveyed to the department, steps to engage another person may be initiated immediately.
- v) The experience certificate during period of engagement is to be issued by the Head of the department. However, the final experience certificate on resignation of incumbent or termination of project will be issued by this Directorate.
- vi) The HOD may be ensured that the initial engagement of **selected candidate** will be for \_\_\_\_ year (or the period specified in implementation letter of the project) which is extendable for \_\_\_\_ years (01 years at a time, if applicable) subject to requirement of the services of selected candidate in the department and satisfactory performance after evaluation by an Officer/Principal Investigator. Service contract agreement will be only for \_\_\_\_ year and fresh service contract agreement will have to be signed for further continuation/extension.
- vii) The requirement of only skilled position of supporting staff may be sent to this office and unskilled worker etc. may be engaged on outsource basis through firm approved/empanelled by this Varsity.



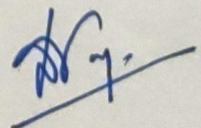
**B) FORM OF AGREEMENT TO BE EXECUTED BETWEEN ENGAGING AUTHORITY AND SELECTED TEMPORARY POSITION STAFF**

Form of agreement to be executed between the engaged temporary incumbent.....(name of the temporary position) and Dr Y S Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through Director of Research.

This agreement is made on this..... day of.....in the year..... Between Shri/Smt... ..S/O, D/O Shri.....R/O.....temporary engaged incumbent (herein called the **FIRST PARTY**) and Dr. Y.S. Parmar University of Horticulture & Forestry, Nauni (Solan)-173230 (HP) through Director of Research, Dr. Y.S. Parmar UHF, Nauni (Solan) (here-in-after referred to as the **SECOND PARTY**).

Whereas, the **SECOND PARTY** has engaged the aforesaid **FIRST PARTY** as.....(name of the temporary position) and the **FIRST PARTY** has agreed to the same, on the following terms and conditions:-

- i) That the **FIRST PARTY** shall remain under the **SECOND PARTY** to the said purely temporary and co-terminus position with the project period..... commencing on day of \_\_\_\_\_ and ending on the day of \_\_\_\_\_, and can be terminated at any time without assigning any reason.
- ii) That (name of selected candidate) shall be paid Rs...../- per month (fixed) + (HRA if applicable).
- iii) that (name of selected candidate) shall be required to perform the duties comparable to your status as may be assigned to you from time to time.
- iv) that (name of selected candidate) shall not be paid any TA/DA for joining the post.
- v) **Since the above position is purely temporary, non-sanctioned and created solely for the duration of the short-term project to achieve its specific objectives, you shall have no claim whatsoever for regularization, absorption, or appointment against any regular post in the University by virtue of such engagement.**
- vi) that no other service benefits are attached with the post and you will not be entitled for the benefits being enjoyed by the regular employees of this University in accordance with the rules.
- vii) that (name of selected candidate) headquarters is liable to be changed anywhere in Himachal Pradesh.
- viii) that (name of selected candidate) shall be required to submit monthly progress report of the work done by you under the research project to the Principal Investigator/Head of the department and also maintain proper records of Research, Teaching and other experimental data and relevant records thereof, information and also account for the income, expenditure and goods vouchers etc. The necessary vouchers/receipts will be open for inspection by the University authorities.
- ix) that in case of unsatisfactory performance, the emoluments can be withdrawn.
- x) that University will not be obliged to provide any transport facility from (name of selected candidate) residence to the place of work.
- xi) that taking part in strike or creating any type of indiscipline will result to the termination from the post without serving any notice.



- xii) that (name of selected candidate) will not be entitled for any kind of leave except **15 days' Casual Leave, 02 days Restricted Holiday** in a calendar year and maternity leave as per rules (**maternity leave in case of female candidate only**).
- xiii) that (name of selected candidate) have to serve one-month notice prior to resignation or have to deposit one-month salary on immediate resignation.
- xiv) that (name of selected candidate) shall have to execute service contract agreement in triplicate at the time of joining on judicial stamp paper worth Rs.15/- at your own cost duly attested and registered with the Executive Magistrate/Tehsildar/SDM or notary and ensure that the terms and conditions should be mentioned in accordance with engagement letter.

IN WITNESS the FIRST PARTY and SECOND PARTY have herein to set their hands the day, month and year first above written.

IN THE PRESENCE OF WITNESS:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Full Address)

(Signature of FIRST PARTY)

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name and Full Address)

(Signature of SECOND PARTY)



**C) APPLICATION PROCESSING FEE FOR DIFFERENT TEMPORARY POSITIONS:**

| Sr. No. | Temporary Positions                                                                                                                                        | Category   | Existing Processing fee | Revised Processing fee |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|------------------------|
| 1       | Research Associate, Senior Research Fellow, Junior Research Fellow, Young Professional-I, Young Professional-II, Project Associate, Project Assistant etc. | Unreserved | Rs.450/-                | Rs.500/-               |
|         |                                                                                                                                                            | Reserved   | Rs.110/-                | Rs.200/-               |
| 2       | Field Assistant, Skilled Helper, Scientific Administrative Assistant/ Field Worker etc.                                                                    | Unreserved | Rs.150/-                | Rs.300/-               |
|         |                                                                                                                                                            | Reserved   | Rs.30/-                 | Rs.100/-               |

