

Sub: Renewal of contract for the post of Media Producer and Professional Camera Person; replacement of member of scrutiny committee for the post of Team Leader - Media & Communication; and proposal of scrutiny committee for the post of Digital Media Content Creator and Curator

Proposal 1

1. As approved by the Competent Authority on 13.04.2022, Mr. Aditya Mishra and Mr. Mohd Shaz Khan were recruited against the posts of Media Producer and Professional Camera Person respectively.
2. Both the members joined DSEU on 19.04.2022.
3. As mentioned in their respective contracts, *“Position at the university will be for a period of 3 months from the date of joining the University and extendable up to 6 months on a performance review basis”*.
4. It is hereby informed that their work over the past 3 months has been satisfactory.
5. In view of this, if agreed, their contracts may be extended by another 3 months as per terms and conditions mentioned in their respective contracts.

Proposal 2

6. Reference note 39/N, para 4 (a)-(c), scrutiny committee was formed for the purpose of scrutinizing applications for the post of Team Leader - Media and Communication.
7. It is hereby informed that the committee has not submitted its findings yet.
8. Reference note 42/N, para 1-3, Ms. Lavanya Mathur has resigned from the post of Digital Media Content Creator and Curator.
9. In view of this, it is hereby proposed that Mr. Shaurya Bora may be added to the committee to replace Ms. Lavanya Mathur.
10. If agreed, an office order may be issued and the committee requested to submit its findings at the earliest.

Proposal 3

11. Reference note 42/N, proposal 2, the vacant post of Digital Media Content Creator and Curator was advertised from 02.07.22 to 08.07.2022.
12. DSEU has received 30 applications for this post.
13. The following scrutiny committee is hereby proposed for the said post:
 - a. Mr. Shaurya Bora, Graphic Designer
 - b. Ms. Parvathy Unnikrishnan, Assistant Registrar (HR)
14. If agreed, an office order may be issued and the committee requested to submit its findings at the earliest.

The matter is hereby placed for the kind consideration and approval of the Competent Authority.

Vismit Gupta
Consultant
18.07.2022

Deputy Registrar (HR)