***Annexure 5C/3***

 **ROYAL UNIVERSITY OF BHUTAN**(Service Renewal Form for Fixed-Term Staff)

1. Name:
2. SID number:
3. Date of Birth:
4. Nationality:
5. Permanent Address:
6. Present College/OVC:
7. Appointment under Present Fixed-Term Service:
8. Date of Appointment:
9. Appointment Letter No.:
(issued by the University).
10. Position Title:
11. Position Level:
12. Pay Scale per Month:
13. Basic Pay per Month:
14. Allowances:
15. Present Service Term: from to\_\_\_\_\_\_\_\_\_\_\_
16. Service Term renewal requested for (in months): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

During the service period, the fixed-term staff shall abide by the terms and conditions accepted by the staff at the time of initial appointment as revised based on mutual agreement. The new service period shall be as approved by the Secretariat of the University or the competent authority with whom such powers are delegated as the case may be.

|  |  |  |
| --- | --- | --- |
| **Signature of the Staff (Affix Legal Stamp)** | **Signature of Adm./HR Officer** | **Signature of Head of College/OVC** |
| **Name:………………..** | **Name:……………………** | **Name:……………….** |

Renewal of the service term of the staff is hereby approved for a further period of months from to .

The other terms and conditions accepted by the staff at the time of initial appointment shall remain unchanged.

**Place:**

**Date: Signature:**

**Approving Authority:**