

**Private & Confidential**

13 APR 2017

Dr Rajendra Pilankatta  
Department of Biochemistry and Molecular Biology  
Central University of Kerala  
Padennakkad (P.O), Nileshtar  
Kasaragod, Kerala 671314

Dear Dr Pilankatta

**VISITING ASSOCIATE PROFESSORSHIP IN DUKE-NUS MEDICAL SCHOOL ("DUKE-NUS")**

On behalf of the National University of Singapore through Duke-NUS, it is my pleasure to offer you an appointment as a Visiting Associate Professor with Programme in Emerging Infectious Diseases.

The appointment will be effective from the date on which you assume duty, and tenable for a period of 3 months. This appointment is conditional upon your completion of all pre-employment formalities.

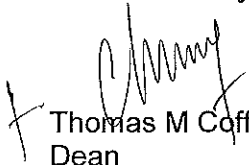
You will be paid an all-inclusive and fixed honorarium of **S\$5,000** per month.

The benefits applicable to you under this appointment and the other terms of your appointment are specified in the Annex.

We hope you will accept this offer and look forward to receiving the Acceptance Form and other forms (enclosed) duly completed by you within 2 weeks from the date of this letter, failing which this offer shall be deemed to have lapsed. Meanwhile, if you have any questions regarding the terms of the appointment, please contact Ms Carolina Tan, Human Resources at DID: 6516 7929 or email: [carolina.tan@duke-nus.edu.sg](mailto:carolina.tan@duke-nus.edu.sg).

I am enthusiastic about you joining the Duke-NUS and I look forward to working with you and to assisting you in areas of personal and professional development.

Yours sincerely,



Thomas M Coffman, M.D  
Dean

cc Senior Vice Dean, Research, Duke-NUS  
Vice President, Office of Human Resources  
Senior Director, Office of Financial Services (Attn: Ms Chan Si Xian, Serene)  
WBS: N-913-000-011-001 (100%)

- Encls.
- a) Acceptance Form
  - b) Notification of Assumption of Duty Form
  - c) Staff Card Form
  - d) Conflict of Interest Policy Disclosure Form
  - e) NUS Personal Data Notice for Staff\*
  - f) University Intellectual Property\*
  - g) NUS Code of Conduct\*

\* The documents will be sent via email.

## 1. BENEFITS

1.1 You will be eligible for the benefits provided in the following schemes, subject to the terms and conditions specified. Such benefits shall be terminated upon the expiry or earlier termination of your appointment.

1.2 The benefits applicable to you under this appointment are listed below and copies of the applicable University schemes are attached.

(a) Travel Assistance Scheme

A round-trip economy class airfare (subject to maximum amount of S\$800) will be paid as reimbursement of actual expenses, upon submission of the relevant receipts. All claims must be submitted within 1 month of the employee's assumption of duty.

## 2. TERMINATION OF APPOINTMENT

2.1 The University may terminate the appointment by giving you not less than one month prior notice in writing or salary in lieu of notice. You may resign from the service of the University by giving the University prior notice in writing of one (1) month or salary in lieu of notice.

2.2 The University may terminate a faculty member's appointment, without notice and without payment of any compensation should the faculty member -

- (a) be charged with or convicted by a court of law of any crime which in the opinion of the University is likely to bring the University into disrepute; or
- (b) in the opinion of the University, be guilty of insobriety or misconduct or gross impropriety; or
- (c) fail to perform duties and obligations or observe any of the terms and conditions of his/her appointment; or
- (d) have his/her Employment Pass withdrawn or if an application for the renewal or extension is refused by the relevant authority; or
- (e) be certified to be unfit to continue to be in the service of the University by a Medical Board appointed by the University.

### 3. OTHER TERMS

- 3.1 This appointment is a full-time appointment and the appointee is expected to serve the University exclusively and personally attend to all duties required of the appointment. Other paid work may be permitted provided it does not interfere with University duties, and subject to rules and regulations governing staff undertaking consultation/outside work.
- 3.2 Confidential information which may have been acquired during the course of employment with the University shall not, during or after the termination of appointment, be used or disclosed to any third party other than for and in the course of normal University duties.
- 3.3 The University may effect interdepartmental transfers of faculty members as it deems appropriate.
- 3.4 You shall be bound by and conform with all other policies, rules and regulations affecting University staff as may be in force from time to time including, but not limited to,
  - (a) policies, rules and regulations contained in the Duke-NUS Handbook which is on the Duke-NUS Staff intranet at <https://my.duke-nus.edu.sg/staffportal/policies/hr/Pages/default.aspx> and accessible upon assumption of duty;
  - (b) the University's rules on intellectual property, as set out in the attached Policies relating to University Intellectual Property (NUS IP Policy 010109);
  - (c) the NUS Code of Conduct as attached; and
  - (d) The NUS Personal Data Notice for Staff as attached
- 3.5 The terms of this appointment shall be subject to the governance and constitutional documents of the University and the provisions of all statutes, regulations, policies, procedures, rules and applicable legislation as may be in force from time to time.
- 3.6 This contract shall be governed and construed in accordance with the laws of Singapore and each party agrees to submit to the non-exclusive jurisdiction of the Singapore courts.
- 3.7 Any dispute or claim arising out of this appointment or its terms shall be referred to and finally settled by arbitration in Singapore pursuant to the Rules of the Singapore International Arbitration Centre by which both parties agree to be bound.

## 4. CONDITIONS

The appointment is conditional upon -

- 4.1 the Ministry of Manpower granting you a work pass.

Foreigners (aged 15 and above) who have obtained in-principle approval of their work pass applications for stays of 6 months or more may be required to undergo a medical examination. The Ministry will notify you whether a medical examination is necessary when they grant you in-principle approval for a work pass. Where a medical examination is necessary, you may submit the Ministry's medical report form together with the University's medical report form (see Clause 4.2 below) at the same medical examination;

- 4.2 Please undergo a medical examination by a registered doctor and have the report completed in the format to be provided to you when the outcome of the work pass application is known.

## 5. ACCEPTANCE

If you accept the offer of appointment, please complete and return the following:

- Acceptance Form
- Staff Card Form
- Conflict of Interest Policy Disclosure Form
- Notification of Assumption of Duty Form

### Notes for information:

*For information on your income tax liability, please access the website of the Inland Revenue Authority of Singapore (<http://www.iras.gov.sg>).*

*Information on schooling in Singapore can be obtained from the following websites [http://www.contactsingapore.org.sg/moving\\_schooling.shtml](http://www.contactsingapore.org.sg/moving_schooling.shtml)*