

Date: 26th August, 2018

To,
MS. SWATI TRIVEDI
Address: E-17, Shyam Nagar,
KANPUR- 208013 (UP)
Mob: 09948803506

Subject: Appointment Letter

With reference to your application at Kanpur Institute of Technology & Pharmacy, we are pleased to offer the appointment as per the following terms and conditions:

1) Appointment Details

- | | | |
|--------------------|---|-------------------------------|
| a) Cadre | : | ASSISTANT PROFESSOR |
| b) Department | : | Pharmacy |
| c) Pay-scale | : | 15500 – 39100 |
| d) Date of Joining | : | 30 th August, 2018 |

2) Terms & Conditions


- In case you do not join on the specified date or resign few days after joining, you will have to pay institute amount equal to three-month salary.
- You may resign from the job in the last week of December/May of any year. In view of the interest of students, resignation on any other period will not be accepted. Still if you resign on any other date, you have to pay to the institute amount equal to three-month salary.
- Your services may be terminated by the institute in the first week of January/June of any year. Still if you are terminated on any other date, institute will pay you amount equal to three-month salary.
- Availing any leaves credited in your account, is a privilege given by the institute. Prior approval is required to avail these leaves. However, in case of requirement to the institute, the sanctioned leaves may be canceled.
- If you are continuously absent for more than three days without approval / found guilty in indiscipline act / you conceal any facts / you supply wrong information about your candidature, your services may be terminated without any notice or compensation. Moreover, you have to pay to the institute amount equal to three-month salary.
- Please note that this is a full time employment and your service will be at the disposal of the institute. You shall not engage yourself directly or indirectly, part-time / full time, except with the prior approval of the institute, in any trade or business or undertake any employment while in the service of the institute.
- All the terms and conditions regarding your job, service rules, code of conduct in Kanpur Institute of Technology & Pharmacy will be as per the bye-laws of the society and shall be binding upon you.

We welcome you to Kanpur Institute of Technology & Pharmacy and look forward to having a long lasting relationship. You are requested to sign the duplicate copy of this letter as token of acceptance of the above-mentioned terms and conditions.

Thanking you,

Yours faithfully,

For Indus Technical Education Society,


(Anil Kumar Agarwal)
Secretary-ITES

I accept the offer with the terms & conditions mentioned in clause (1) and (2).


(SWATI TRIVEDI)