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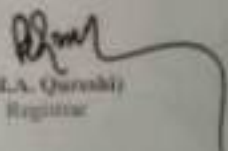
Mr. Hameed Shafiq
Vill. Gaurdevli Khalsa Post- Jaisalmer
Distt- Azamgarh U.P.

The University is pleased to inform you that on the recommendation of the Selection Committee you have been appointed as Assistant Professor in the Department of Pharmacy on a consolidated salary of Rs. 17,000.00 per month with effect from date of joining on the following terms & conditions:

1. You will be fulltime employee of the University in addition to taking Lecturer/Tutorship/medical classes as assigned to you, your job responsibility shall also include:
 - Student's assessment and evaluation;
 - Assisting in Consultancy and R&D Services;
 - Developing resource material for class room teaching & laboratory;
 - Organizing co- curricular and extracurricular activities (games & sports);
 - Assisting in administrative and
 - Any other work assigned by the competent authority.
2. Your performance will be evaluated on the basis of work assigned & accomplished in a month as mentioned at serial No.1.
3. Your appointment is on two year probation or till the confirmation on the appointed post whichever is earlier after completion of your probation period.
4. Leaving Service in mid of the Semester shall not be allowed.
5. Resignation from service may be accepted, if given one month's prior notice or by surrendering one month's Gross Salary in lieu of the notice period.
6. The Income Tax will be deducted at source from your salary if applicable, as per I.T. Rules. You are therefore, requested to intimate the Accounts Officer regarding the investment made/proposed to be made during the financial year for computing Income Tax. You are also advised to provide the photocopy of your PAN CARD within one month of joining the University.

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7. You will have to abide by all the rule and regulations framed and decisions taken by the Management of the university/State Govt./AICTE including leaves, timing, discipline etc.
8. You are appointed full time employee of the university, therefore, you will not undertake any assignment either on honorary basis or otherwise without the written consent of the Management of the University.
9. You will be present in the Institute/Department during the working hours. may also be required to devoted time during off-institute hours/Sundays/Holidays etc. for curricular/co-curricular/ extra-curricular work for which no additional remuneration will be admissible.
10. You are expected to maintain highest standard of decorum befitting the position held by you. In the event of any inappropriate behavior (including acts and omissions such as insubordination, riotous behavior, acts of moral turpitude), your services are liable to be terminated without any prior notice.
11. As a part of your duty and otherwise, you will come across many confidential matters. You will not divulge the same to any person, Firm or University or Company during the tenure of your services with the University and thereafter.
12. Upon completion of your tenure of service relationship from the University, for any reason whatsoever, you will hand over your charge to your head of the Department/Director all paper and documents which may be at that time be in your possession relation to affairs of University and will not retain any copies or extracts there from.
13. At the time of joining, please bring all the originals of your documents for verification along with attested photocopies of the same and a latest passport size photograph.


(E. R. A. Qureshi)
Registrar

Copy to the following -

1. Hon'ble Vice-Chancellor
2. Principal of Pharmacy
3. Accounts Officer
4. Personal File