



Ref. No.GCOP/2021/HR/PH/010

25th January 2021

Ms. Shreya Sharma
New Colony NIMDIH
Near Santoshi Mandir, Chaibasa
Pashchimi Singhbhum
JHARKHAND 833201

Sub: Appointment Letter

Dear Ms. Shreya Sharma,

We are pleased to appoint you as **Assistant Professor (Grade 1)** in the **Department of Pharmacy** at Galgotias College of Pharmacy on the following terms and conditions.

1. Your basic salary will be Rs.15,600/- per month in the grade of 15600-39100 with AGP of Rs.6,000/- per month. In addition to this you will get a DA of Rs.5,832/- @ 27% of the basic salary plus AGP and an HRA of Rs.3,240/- @ 15% of your basic salary plus AGP. You will be entitled to contributory PF as per rules. In addition to this you will get an extra allowance of Rs.7,328/- per month. Please note that this extra allowance will not be reckoned for any statutory / terminal benefits like P.F. Gratuity etc. Your total CTC will be **Rs.38,000/-** per month. Your effective date of appointment is **25th January 2021**.
2. Notwithstanding any of the clauses of this letter, the Management can terminate your services by giving a notice of one month. However, the management reserves the right to waive off the notice period, if any misconduct, poor performance or non-performance is reported to the Director. Also shall not resign/leave the job before one year and during academic session. Please note that if you breach the above mentioned condition, the Management may not settle your dues if any, and also may not issue service certificate.
3. You will be on probation up to the last day of the month in which you complete one - year service. Further your work will be reviewed during this period from time to time and if you are considered to be absorbed in our organization, you will be so informed by issuance of a proper confirmation letter. If no letter of confirmation is issued to you, your probationary period shall be deemed to have been extended till the date of issue of confirmation letter to you.
4. You will be governed by the standing General Service rules as amended from time to time and shall be bound by the administrative orders of the Institute in force from time to time. It is also made clear that your salary is paid for all seven working days of the week, meaning thereby that you will have to attend the duties if required on any holiday/Sunday.
5. In addition to your teaching job, you will undertake to participate in and perform such rightful duties as the Chairman / Director may assign from time to time, like arrangement of and participation in Seminars, conferences and other activities, administrative / executive functions etc. You will discharge your duties diligently and efficiently to the best of your ability.
6. You shall solely serve the institute and will not seek employment / deliver part-time lectures anywhere else whether gainful or otherwise without express written sanction of the management.

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GALGOTIAS COLLEGE OF PHARMACY

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