



KIET GROUP OF INSTITUTIONS

(A Technical Campus approved by AICTE)
Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow



An ISO-9001 : 2008 Certified Institute

24th June, 2019

KIET: HR: AL: A: KSOP: ASTP: 20985

Ms. Lakshmi
G – 305 KDP, Grand Savana
Rajnagar Extension, Ghaziabad (U.P.)

Mobile No: 9839341883

Sub: Appointment Letter

Dear Lakshmi,

Further to your application, interview and discussions with us, we are pleased to appoint you as **Assistant Professor** in the department of **KIET School of Pharmacy** in our Institute on following terms and provisions:

1. Your employment takes effect on **24th June, 2019** when you will report @ 9:00 a.m. to HOD (Head of the Department).
2. At the time of joining, you are requested to submit the copies of the documents as per the Annexure-1 (given on the day of offer letter – Joining Checklist). The appointment is subject to authenticity of the documents as a proof for education, date of birth, experience, salary & perquisites (if mentioned) and residence proof.
3. Your appointment is based on the understanding that all the information given by you during discussions and interview are correct, true & complete. In the event same is found to be contrary, the Institute has the right to either withdraw/cancel this appointment or terminate the services without any notice or compensation.
4. Your gross annual salary will be **Rs. 5,70,240.00 p.a.** i.e. Rupees Five Lac Seventy Thousand Two Hundred Forty per annum only in the scale of 15600-39100 with basic salary of Rs. 15,600; AGP: Rs. 6000 + other permissible allowances as applicable amounting to gross salary of Rs. 47,520.00 per month.
5. You will be on probation for a period of two years from the date of your joining. Based on the review, if your performance is found unsatisfactory the management can extend the period of probation. Your services can be terminated during the period of probation with one month written notice (from either side).
6. On successful completion of probation, you will be treated as a regular employee of the Institute. After confirmation, your services can be terminated on notice of one month (from either side) or one month's salary in lieu thereof during non-academic period i.e. period defined as lean period by the Institute and your services can be terminated on notice of three months or three month's salary in lieu thereof during academic period i.e. period when the semester is running (non-lean period).
7. You will report to and work under the instruction of the Director of the Institute. You will abide by all rules and regulations of the Institute as approved by the Management from time to time. You will treat as confidential any information concerning the affairs of the Institute.
8. You are being appointed as a full time employee of the Institute and, thereof, shall not undertake any other assignment with any other educational or other organization either on honorary basis or otherwise without the written consent of the Management of the Institute. In case you apply for any job elsewhere, please do send simultaneously a copy of your application to the Director for his information.

Signature

* KIET School of Engg & Technology * KIET School of Management * KIET School of Computer Application

KIET School of Pharmacy

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All Disputes are subject to Ghaziabad Jurisdiction only.