



Raj Kumar Goel Institute of Technology

5th KM, STONE (OPP. JAIN TUBE CO. LTD.), DELHI-MEERUT ROAD,
GHAZIABAD (U.P.) - 201003

FAX : (0120) 2788350 TEL : (0120) 2788273, 2788409, 2788447

Ref. No. RKGIT/Pharm- Faculty/2015/ 01

Dated: 01.09.2015

Ms. Archana Gupta
F-3, 193, Sector-6, Vaishali,
Ghaziabad-201010.

Dear Madam,

With reference to your application and subsequent interview, the Management of RKGIT is pleased to appoint you as Assistant Professor in Pharmacy on a consolidated salary Rs. 25000.00 (Twenty Five Thousand Only), on contractual basis.

2. You are required to submit a Medical fitness certificate from C.M.O./C.M.S. of a Government Hospital at the time of joining the post.

3. You will be a full time employee of the Institute. In addition to taking Lectures/Tutorial/Practical classes as assigned to you, your job responsibility shall include:

- Students assessment and evaluation;
- Assisting in Consultancy and R&D services;
- Developing resource material & laboratory;
- Organizing co-curricular and extra curricular activities;
- Assisting in departmental/Institute/hostel administration and
- Any other work assigned by the competent authority.

4. In addition to feedback from students about your teaching, your performance will be evaluated on the basis of targets you set on each of the item mentioned at serial 3 above. The plan of your work and targets for the academic year should be submitted within a week of your joining the Institute.

5. You will be initially on a contract for the current semester. The contract may be renewed further depending upon your performance. Your services can be terminated during the contract period with out any notice on unsatisfactory performance. Your performance during contract and thereafter will be on the following parameters:

- Teaching and interaction in the classes.
- Performance of the students in the end semester examination.
- Your performance in the development of department/ Institute.
- Enhancement of your own skill publication / academic qualification etc.

Your services will be confirmed at upon the recommendation of the selection committee duly constituted for the purpose, whenever held.

6. However, on confirmation, your appointment can be terminated from either side by giving one month notice or one month pay in lieu thereof. However you may be required to work up to the end of the semester in the interest of students.

7. Your services are liable to be terminated for any physical/mental disability rendering you incapable of performing the duties assigned to you. Physical/ mental disability includes continues ill health resulting in prolonged absence from duties.

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8. You are being appointed as full time employee of the Institute; therefore you will not undertake any assignment either on honorary basis or otherwise without the written consent of the Management of the Institute.

9. You will be present in the Institute during the Institute working hours. You may also be required to devote time during off institute hours/Sundays/Holidays etc. for curricular/co-curricular/extracurricular work for which no additional compensation will be admissible.

10. You are expected to maintain highest standard of decorum benefiting 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 otherwise, you will come across many confidential matters. You will not divulge the same to any person, firm or Institute or Company during the tenure of your services with the Institute and thereafter.

12. Upon completion of your tenure or severance of relationship from the Institute for any reason whatsoever you will hand over to your Head of the Department/ Principal all papers and documents which may at that time be in your possession relating to affairs of the Institute and will not retain any copies or extracts therefrom.

13. You will have to abide by all the rules and regulations framed and decisions taken by the Management of the Institute/ U.P. Technical University/State Govt./ AICTE including leaves, timings, discipline etc.

14. At the time of joining, please bring all the originals of your documents for the verification along with attested photocopies of the same.

Looking forward to your joining the Institute at the earliest.

Sincerely yours,


Dr. Monika Sachdeva
Principal (Pharmacy)

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ACCEPTANCE LETTER

I have received my appointment letter dated... 02/09/15..... and hereby accord my acceptance to all the terms and conditions specified therein. I shall join my duties on... 02/09/15.....

Name: ARJANA GUPTA
Date: 02-09-15
Signature: 