

Mr. Anshul Tiwari
S/o Mr Jagdish Tiwari
Village pachoda post khiriyalatakanju
Teh Mahroni
Lalitpur - 284405

Ref: SRGI/GD/Pers./2021
Dated: 01/01/2021

Appointment Letter

Dear Mr. Anshul Tiwari,

With reference to your application and subsequent interview held, we are pleased to appoint you as “Lecturer” in the department of “Pharmacy” of SR College Of Pharmacy, Jhansi, subject to the recommendation of selection Committee of SR College Of Pharmacy, Jhansi,, on . Following terms & Conditions.

1. **Salary.**
Your consolidated pay plus facilities would be as discussed.
2. **Reporting.**
You will be reporting to the HOD/Principal/Director.
3. **Probation Period.**
You will be on probation for a period of six months from the date of joining. This period of probation may be further extended at the discretion of the management. During the period of probation, your services may be terminated without any notice without assigning any reason. After satisfactory completion of the probationary period, if the management decides to confirm you, this decision will be intimated to you in writing.
4. **Timings.**
You will be coming for work as per the institute timing. However these timing may keep varying as per the requirement of the institute, which shall be communicated through circular / notice.
5. **Duties.**
Besides your primary duty you may be required to perform the other duties properly & sincerely in the interest of college. No compensation shall be made for this.
6. **Taxes.**
The deductions from your salary towards the income tax will be made as per govt. rules.
7. **Leave.**
A detailed list of leaves & there governing rules is given in Employee Handbook.
8. **Rules & Regulations.**
You shall be subject to such rules, regulations & policies as may be prescribed by the management of the college from time to time.
9. **Retirement.**
Presently the age of retirement is sixty five years which may be reviewed from time to time as per directions of AICTE.
10. **Resignations & Termination.**
If you intend to resign from the college or if it becomes necessary for the college to terminate your employment a minimum of 1month notice in writing (or payment in lieu of notice) from either side will be applicable, except in case where your services are terminated either on the basis of any anti organization activity or poor feedback from students. You will not use any outstanding leave to reduce your formal period of notice. Except with the agreement of the college. If the college gives you payment in lieu of notice, the college is not bound to provide any benefits for the period covered by the payment in lieu of notice.

Absence for a continuous period of 6 days without prior approval of your superior will be considered as abandonment of employment by you & your service with the college shall automatically come to an end without any notice & you will be liable for payment in lieu of notice to the college

You have to submit a NO DUES certificate from all the Department /Sections/ Library/ Computer Center of the College for getting the reliving orders . However you are not allowed to leave in the middle of the semester.

11. Confidentiality & Non disclosure.

You shall maintain the Data, Documents, Information etc received in course of your employment in total confidence & shall not disclose to anyone either during or after your employment with the college for any reason. Upon resignation or termination of your employment with the college ,you shall forthwith return to the college all the assets & property of the college, documents, files, books, paper, memos, computer data or any other items.

The terms of this employment are strictly confidential between you & the college & any breach of this confidence will be reviewed with utmost seriousness.

12. Code of Conduct.

You are required to observe code of conduct at all times. You are also required to abide by all the rules regulations, policies & procedures prevalent in the organization from time to time .You shall perform your duties with diligence, devotion discretions & integrity. While in the employment of the college you are not allowed to undertake any other educational or organizational assignment either on honorary basis or other wise without the written consent of the management.

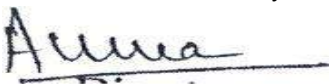
Misconduct, disobedience to lawful orders & unauthorized communication to others of the information obtained by you during the course of your duties will justify us in putting an end to this employment without notice. You should furnish to the management your correct residential address while in employment, any change in the address should be intimated forthwith.

Any breaches of the terms of this employment including the code of conduct , may result in disciplinary action being taken against you, which may include termination without notice period or payment in lieu of notice period .

We welcome you to the SRGI family & look forward to a mutually beneficial association with you. Wish you very best of luck.

Please sign the duplicate copy of this letter signifying your acceptance of the terms & conditions of your employment in the college.

Yours Sincerely



Group Director
Approving Authority

Acceptance

Received the appointment letter . I have read the same carefully & have understood all the terms & conditions, which are acceptable to me & I undertake to abide by the same.

Signature.....

Accepted on.....

