

Ref. No. DDC/DOC/IP/588/2(2)/2020

Date: 24/06/2020

Dr. Anupam Kr Sachan,  
Address: MDG24, Jarauli Phase-1  
Kanpur-208027  
Mob.:9936273358

### Appointment Letter

Consequent upon interview and recommendations of the Selection Committee of the Institute, Dr. Anupam Kumar Sachan is hereby appointed on the post of Professor in Pharmaceutics on regular basis in pay scale of Ra. 37,400-67,000 + AGP 10,000/- at Dayanand Dinanath College, Institute of Pharmacy, Hamirpur Road, Ramnagar, Kanpur Nagar run under the aegis of Smt. Lalita Devi Dinanath Sachan Education Charitable Trust, Kanpur under the below mentioned terms and conditions. The Professor shall also be designated as Director of the Institute and shall be responsible to discharge requisite duties and responsibilities for the post as per the UGC / AICTE / PCI norms.

- 1) He is required to report for duty at the earliest but not later than 01/07/2020, failing which this appointment will automatically stand cancelled & withdrawn. This appointment will be considered effective from the date of joining the duties for the aforementioned post in the Institute.
- 2) The appointee will be on probation for a period of 1 (one) year during which period this appointment can be terminated on 01 (one) month's notice or 1 month's salary in lieu of notice on either side. However, your above probation period can be extended for another 01(one) year if your performance is not found satisfactory.
- 3) The services of this appointment will be governed by the terms and conditions prescribed under the rules / regulations and policies of the Trust / Institute as may be amended from time to time in the light of UGC / AICTE / PCI / University norms.
- 4) The appointee will be posted presently at Dayanand Dinanath College, Institute of Pharmacy, Hamirpur Road, Ramnagar, Kanpur Nagar. However, he will be liable to be transferred / posted at any institution run under the aegis of Smt. Lalita Devi Dinanath Sachan Education Charitable Trust now in existence or which may be set up in future on the corresponding post.
- 5) Besides academic teaching you will be required to promote the other academic / extracurricular activities for all round growth and development of the students, the appointee will be responsible for the various for the various tasks / assignments given to you from time to time for efficient functioning of the institute.
- 6) The appointee will abide by the Rules, Regulations & Practices/ Policies of the institution and will affirm to all the statutory Acts & Rules framed there under.
- 7) The appointee will follow the instructions of your superiors & in case of disobedience or gross negligence, disciplinary action will be taken in accordance to the institute Policy / Rules.
- 8) The appointee will perform your duties sincerely & wholeheartedly and will maintain perfect discipline in the institution as per the code of ethics & disciplinary rules.
- 9) The retirement age is 60(sixty) years (as per the document of proof of age submitted on record & on superannuation the appointee shall automatically cease to be the employee of the institute.



- 10) This employment is subject to fulfillment of the requirement of physical & mental fitness & remaining fit during your entire employment period. In case the appointee found medically unfit for discharge of the duties, the services under this appointment will be dispersed forthwith.
- 11) This appointment is subject to submission of the following documents along with the joining on duty:-
- Medical Fitness Certificate from a registered medical practitioner.
  - Two certificates regarding character and antecedents from responsible persons (other than relatives).
  - True copy of release/ relieving order from last employment, if already employed.
  - True copies of certificates / degrees of all your educational qualifications including professional qualifications along with experience as mentioned in application/ bio-data for verification.
  - Two latest passport size photographs.
- 12) That during the period of employment with us, the appointee will not engage in any other employment/ consultancy work for remuneration or otherwise unless specifically permitted by the management of the institution. This will not apply to Govt. / Industry funded academic research/ consultancy projects, if any, mobilized to the institute by the appointee.
- 13) The appointee will not ordinarily be relieved during the mid-academic session. However, he may tender resignation from the job during the last week of December/May of the calendar year. In view of the interest of student, resignation on anytime other than above will not be accepted. Still if he resigns on any date beyond the specified time bracket, he has to pay an amount equal to one-month salary to the institute.
- 14) The appointee shall handover complete charge of all official records, keys in his possession to the superior, immediately on cessation of employment due to resignation/ termination/ retirement.
- 15) The appointee shall not divulge the trade secrets of the institution to anybody, while in the employment or even thereafter, which may be shared or come across to the notice of appointee during the course of duty / services to the institute.
- 16) In case of any material information is found to be willfully concealed by the appointee or found false in Application for Employment/ Resume for which weightage was given towards employment, the services under this appointment will be terminated forthwith without any notice or without payment of any salary in lieu of notice.
- 17) The leave rules, leave salary and joining time etc shall be governed by the UGC / University norms adopted by the institute as may be amended from time to time.
- 18) Any other service matters not covered above or under the general policy notified by the institute shall be governed as per UGC / AICTE / PCI norms.

If the above term & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you.

Thanking You,

Yours sincerely,



(Yogesh K. Sachan)  
CHAIRMAN

Copy to:-

- H.O. Sri Lalita Devi Dinanath Sachan Charitable Educational Trust.
- The Principal, DRCUP
- The Admin. Office, DRCU
- The Accounts section, DRCU
- Personal file