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HIMT

COLLEGE OF PHARMACY

(Approved by AICTE/PCI Govt.
of India & Affiliated to
Dr. A.P.J. Abdul Kalam
Technical University
Lucknow (U.P.) /
PBTE, Lucknow)

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17-08-2015

Ms. Gayatri Khosla
H.No-A-144
Sec-48, Noida
Gautam Budh Nagar


Appointment Letter

With reference to your application and the subsequent interviews, you had with us, we are pleased to appoint you as "Assistant Professor" in Department of Pharmacy in the scale of Rs. 15600-39100/- p.m, with the following terms and conditions: -

1. Your appointment is effective from the actual date of joining and you will be on probation for a period of two years.
2. Your employment can be terminated at any time by the College during the probation period without assigning any reason.
3. Either side can terminate the services by giving one month notice in writing or on payment of one month gross salary in lieu of the notice. The decision whether to accept a month notice or deduct a month salary in-lieu shall be that of management. However, you are not allowed to leave the college/institute in the middle of the academic session. No leave is admissible during the notice period even if your entitled leave is unused.
4. Your services will be governed as per rules and regulations of the Institution. You are liable to adhere all instruction, and carry out all responsibilities, which are specified to the post.
5. If you resign the Institute without obtaining the 'No Dues Certificate' by fulfilling the above terms and conditions then the Institute shall have the right to recover three months salary and take legal actions against you.
6. You are expected to devote your full time to job in the College. You will not undertake any other job or assignment which may divert your attention from the present job.
7. Your duties include various jobs, including administrative and other duties as may be assigned to you from time to time by the authorities of the College.
8. You will not do anything detrimental or prejudicial to the goodwill, image or reputation of the College, nor will you disclose any information of any nature about the College to anyone whatsoever without the written authorization of the Chairman/Director General

9. You will submit within 7 days the attested copies of all your educational qualifications, experience certificates including proof of last pay drawn and Aadhar Card also you will be submitting within a month a true copy of your income-tax PAN or such relevant information, which is mandatory for tax deduction at source.
10. You will submit within 2 weeks a medical certificate from a professionally qualified Doctor and a character certificate from a Gazetted officer, (certificate not older than 6 months).
11. Any breach of the terms and conditions contained herein shall render your services liable to be terminated forthwith without prejudice to any other legal action as may be deemed fit by the Management.

If you are agree on above terms & conditions you are informed to sign the duplicate copy of this letter by giving your consent and join your duties within fifteen days.


Director General