



MIT COLLEGE OF PHARMACY

Department of Pharmaceutical Sciences

77 Massachusetts Avenue, Room 3600, Cambridge, MA 02139-4343, USA
Tel: 617-495-6100 Fax: 617-495-6101 Email: admissions@mit.edu

Pharmaceutical Sciences
Class of 2022

Ms. Sara Chen
123 Main Street
Boston, MA 02139
Phone: 617-555-1234
Email: sara.chen@mit.edu

Subject: Appointment to the post of Assistant Professor in MIT College of Pharmacy at
Cambridge.

With reference to your application for the post of Assistant Professor in MIT College of Pharmacy, we are pleased to inform you that you are invited to accept the appointment to the post of Assistant Professor in MIT College of Pharmacy. The essential conditions of your appointment are mentioned below:

1. The appointment is initially for a period which can be extended in steps of six months / one year as decided by Internal Assessment Committee.
2. Your salary shall be Rs. 25,00,000/- p.a. (including all benefits) being commensurate with the post.
3. **Essential Conditions:**
 - (i) You will be governed by service conditions as per Institute Statutes framed from time to time. You are required to abide by the Statutes & Regulations of the Institute (MITI-RTS-178) as applicable.
 - (ii) You shall not engage in any business / trading / any employment outside the Institute.
 - (iii) You will carry out such duties as assigned by Institute Authorities.
 - (iv) You will be entitled for annual increments as per Institute norms as approved and recommended by Internal Assessment Committee.
 - (v) You will be eligible for regular appointment to the post with all corresponding allowances as per Institute norms for regular appointments, after you are selected to the position commensurate with the MIT PI (Institute) University norms.
 - (vi) Your final monthly pay and allowances will be decided in conformity with the Statutes and will be payable only after completion of one year service.
4. **Termination and resignation:**
 - (i) In case your services are terminated or you are being found guilty of misconduct, violation of the code of conduct and discipline at the Institute or any of the conditions of the Statutes of the Institute, all your past services are discontinued.