



Location: Dhanaura Road Amroha

Ph.: +91-9873927860, 9811057786 E-mail: [mescopharmacycollege@gmail.com](mailto:mescopharmacycollege@gmail.com) Website: [www.mescopharmacy.in](http://www.mescopharmacy.in)

## Appointment Letter

MIP/Admin/11-2020/01

25<sup>th</sup> Nov' 2020

Dr. Mujeebur Rehman  
C/O Room No 205, Staff Quarter  
IET Group of Institution  
MIA Alwar - 301030

Subject: Letter of Appointment

Dear Dr. Mujeeb,

This has reference to your application and subsequent interaction you have had with **MESCO Institute of Pharmacy**. We are pleased to appoint you as **Professor & Principal** based at **MESCO Institute of Pharmacy, Dhanaura Road, Amroha**. Your employment will be governed by the following terms and conditions:

**1. Monthly Gross Salary**

You will be placed in pay scale of Rs. **37,500** with Academic Grade Pay (AGP) of Rs. 10,500.

**2. Housing Allowance**

You will be paid an amount of INR 10,000/- per month in lieu of housing allowance.

**3. Working Hours**

Your working hours will be 9:00 am to 5:30 pm, Monday to Saturday as per the current policy. You will report to the Chairman and an academic review will be conducted with the Academic team of the Management twice every month.

**4. Date of Appointment**

Your date of appointment is on or before **1<sup>st</sup> of January 2021**.

**5. Salary Increase**

Increase in your salary will be reviewed annually as per the policy of the Institute. Increments in the salary will be on the basis of demonstrated results and effectiveness of performance during the period of review.

A handwritten signature in blue ink, appearing to be 'Dr. Mujeebur Rehman', is located at the bottom left of the page.



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**6. Probation Period**

You will be on probation for a period of **six months** from the date of your appointment. This probation period will automatically end upon completion of 6 months unless otherwise informed.

**7. Leave**

You will adhere to the approved Leave Policy of MESCO Institute of Pharmacy for permanent employees.

**8. Responsibilities**

Beyond your core role and responsibilities as Principal, expectations around governance, future growth and other activities will be mutually agreed between Management and yourself within one month of your joining. These will form the basis for your annual performance reviews.

**9. Notice Period**

This appointment may be terminated by either side by giving **three months'** notice or **three months'** salary in lieu of notice period.

**10. Conflict of Interest**

As your wife, Dr. Gazala Parveen will also be appointed as faculty in the college; it is to be ensured that there is no interference in individual tasks from either side. All activities are to be carried out in a purely professional work environment without affecting the decorum of the institute.

**11. Other work**

Your position with the Institute calls for whole time employment and you will devote yourself exclusively for the growth of the Institute. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Institute, without written permission from the Management.

**12. Confidential Information**

You will not, at any time, without the consent of the Management disclose or divulge or make public except under legal obligation, any information regarding the affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

**13. Contract/Bond with Previous Employers**

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.



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#### 14. On Termination

On termination of this contract, you will immediately give up to the Management all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, or anything related to the Institute/Trust etc. belongings or relating to its business and shall not make or retain any copies of these items.

#### 15. General

The above terms and conditions are based on MESCO Institute's Policies, Procedures and other Rules and Regulations currently applicable to other employees are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment letter by signing a copy and returning it to us.

We welcome you to the MESCO Institute of Pharmacy family and trust we will have a long and mutually rewarding association.

Yours Faithfully,

For MESCO Institute of Pharmacy

  
Chairman

Acceptance:



Dr. Mujeebur Rehman

Date: 30/11/2020