



Location: Dhanaura Road Amroha

Ph.: +91-9873927860, 9811057786 E-mail: mescopharmacycollege@gmail.com Website: www.mescopharmacy.in

Appointment Letter

MIP/Admin/11-2020/02

25th Nov' 2020

Dr. Gazala Parveen

Room no 204, Staff Quarter
IET group of Institution
Alwar - 301030

Subject: Letter of Appointment

Dear Dr. Gazala,

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 & HOD** 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. 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 Principal.

3. Date of Appointment

Your date of appointment is on or before 1st of January 2021.

4. 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.

5. 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.



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6. Leave

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

7. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Performance Management Indicators.

8. Notice Period

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

9. Conflict of Interest

As your husband, Dr. Mujeebur Rehman will be appointed as Principal 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.

10. 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.

11. 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.

12. 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.

13. 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.



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belongings or relating to its business and shall not make or retain any copies of these items.

14. 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. Gazala Parveen

Date: