



Ref: SCN/SH/ET/AD/PT/2021

Date: 11/11/2021

To,  
Mr. Ashish Kumar Mishra  
S/O Kamal Shankar Mishra,  
Saurabh Apartment - 2,  
Noida Sector - 70/11/1 - 201 106

**APPOINTMENT LETTER**

Dear Sir,

We are pleased to appoint you as **Assistant Professor in Pharmacy Department** of **Shri Chhatrapati Sambhaji Maharaj Vastu Sangrahalaya** at Plot No. 11, Knowledge Park-II, Greater Noida, U.P. on pay scale of Rs. 1,10,000/- per month. The duties assigned to you to the best of your knowledge and ability, desire to do so. Your appointment is subject to your acceptance of the following terms & conditions.

i. You will be a full time employee in the Institute in addition to discharging your other full time responsibility and inter-alia include

- Students assessment and evaluation.
- Assisting in Consulting and R & D Services
- Developing & up gradation of resource material & library
- Assisting in Organizing co-curricular & extra-curricular activities.
- Assisting the Institute for the work relating to Accreditation (NBA) & ISO 9001:2015 certification.
- Interaction with AICTE, UGC, University & other agencies as and when required.
- Research/Development/Consultancy/Scientific work.
- Assisting in Administration, departmental, Institute related activities, Administration, office management, book-keeping etc as required.
- Coordinating actively with I & P department and perusing Higher Education Department, Government of Uttar Pradesh.
- Managing Seminars from Industry, Institutes.
- In case you opt to avail contract/ mass transportation services, the fee should be borne by you.
- Any other work assigned by the competent authority from time to time.
- Planning, developing & managing activities related to admissions in the Institute.
- Actively coordinate, co-operate and assist the Management, Core Academic Officers, i.e. Director, HOD, year coordinator, Registrar, Administration, Public relations etc for all activities as and when required.

ii. You are on probation for a period of one year. During this period you may be terminated at any time without assigning any reason. However, if you want to leave the Institute you should give either one month's notice or one month's salary in the Institute.

iii. After one year, your appointment can be terminated from either side without any legal implication to Institute, by giving one month notice or one month pay to the Institute. If sanctioned by the Institute, you may be required to work up to the end of the academic session if the Institute requires.

iv. You will be a full time employee of this Institute and you will not accept any other appointment from any other organization (direct or indirect) without the written permission of the management.

Yours faithfully,  
[Signature]  
[Name]  
[Designation]

