



Location: Dhanaura Road Amroha

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Appointment Letter

MIP/Admin/01-2021/02

25th January, 2021

Ms. Kulsoom Fatma
106 Main Road, Nurpur
Amroha -244221

Subject: Letter of Appointment

Dear Ms Fatma,

This has reference to your application and subsequent interviews you have had with **MESCO Institute of Pharmacy**. We are pleased to appoint you as **Lecturer** in its Faculty based at **Dhanaura Road**. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a monthly gross salary of Rs. 11000/- per month.

2. Working Hours

Your working hours will be 9:00 am to 5:00 pm as per the current policy. The Institute observes a 6 day work week. You will report directly to **Dr. Mujeebur Rahman, Director, MESCO Institute of Pharmacy**.

3. Date of Appointment

Your date of appointment as per company records is **01st February 2021**.

4. Salary Increase

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

5. Probation Period

A handwritten signature in blue ink, appearing to be "Kulsoom", is located at the bottom left of the page.

You will be on probation for a period of **three months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. Leave

You will be governed by the current 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 System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **one month's**, or **one month's salary in lieu of notice period**.

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

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary in lieu of notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. 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.

10. 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.

11. 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.

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

13. General

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

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

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

Yours Faithfully,

For MESCO Institute of Pharmacy


Chairman