

Date: 27/08/2019

Ref: SCS/SUP/APPT/2019

To,  
Ms. Sweety Saini,  
Sadapur Sector 45,  
Noida G.B. Nagar

## APPOINTMENT LETTER

Dear Madam,

We are pleased to appoint you as Assistant Professor in Pharmacy Department of Skyline Institute of Pharmacy at Plot No - 3, Knowledge Park-II, Greater Noida, U.P. as per AICTE pay scale. It is expected that you will perform the duties assigned to you to the best of your knowledge and fully devote to this institute. Your appointment is subject to your acceptance of the following terms & conditions.

- You will be a full time employee of the institute. In addition to discharging your duties, your responsibility shall inter-alia include:
  - Students assessment and evaluation;
  - Assisting in Consultancy and R & D Services;
  - Developing & up-gradation of resource material & laboratory;
  - Assisting in Organizing co-curricular & extra-curricular activities;
  - Assisting the institute for the work relating to Accreditation (MBA) as required from time to time;
  - Interaction with AICTE / UGC / University & other agencies as and whenever required regarding Research / Development / Consultancy / Academics etc.
  - Assisting in Administration, departmental / Institute/ Hostel activities, Maintenance, upkeep / housekeeping etc as required.
  - Coordinating actively with T & P department and perusing Engg. / MBA department for placements / Training.
  - Managing Seminars from Industry / Institutes.
  - In case you opt to avail canteen / mess, transportation services etc, the charges shall be payable 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 Officials i.e. Director, 1<sup>st</sup> year coordinator, Registrar, Administration, Public relations etc for all activities as and when required.
- You are on probation for a period of one year. During this period your services could be terminated any time without assigning any reason. However, if you want to leave the Institute, you would have to give either one month's notice or one month's salary to the Institute.
- After one year, your appointment can be terminated from either side by giving one month notice or one month pay in lieu thereof. However, if warranted by the Institute, you may be required to work up to the end of the academic session for the interest of students.
- You will be a fulltime employee of this Institute and as such you will not accept any other job or part time job from any other organization directly or indirectly without the written permission of the management.