



College Code : 1027 (AKTU)  
: 2753 (BTE)

# HARSHA INSTITUTE OF PHARMACY

(Affiliated to AKTU / BTE & Approved by AICTE & Pharmacy Council of India, New Delhi)

Ph. No. : 0522-2758082

E-mail : hgimsup@gmail.com

Ref. No. HIP/2019/AP/010

Date : 09/12/2019.....

Name – Ms. Nazneen Sultana

Address – E-37, Gulsan Enclave, Khurram Nagar, Lucknow, U.P. 226022

## APPOINTMENT LETTER:

Post: Assistant Professor

1. Welcome to HIP family.
2. We are pleased to offer you the post of **Assistant Professor** in the **Harsha Institute of Pharmacy, Lucknow (HIP)** on the following terms and conditions.
  - (a) Your appointment is for an initial period of eleven months, with effect from the date you assume charge, subject to extension based on performance. You will be reporting to the Chairman, HIP.
  - (b) You will be on probation for eleven months from the date of joining and your performance will be reviewed for continuation thereafter. Continuation after the expiry of probation period will be subjected to your continued satisfactory performance and will be informed in writing.
  - (c) The appointment may be terminated on a month's notice from either side. It is mandatory to serve notice of minimum one month in case you wish to resign at your own will or due to any compulsion.
  - (d) You will be responsible for safekeeping of files, documents and office assets and return, in good condition of all office equipment, under your custody.
  - (e) You will be bound by the rules and regulations of the Institute and maintain complete discipline in the organization.
  - (f) Please note that you may be called upon to perform any other duty on holiday or at odd hours in the interest of the Institute as exigency of service. There will be compensatory leave for any performed extra duties.
  - (g) While in service with HIP, you will not engage yourself in any other job outside, not act as an agent of any product or Institution/company other than HIP.

Campus : Khanipur, Sitapur Road, Itaunja, Lucknow

Head Office : 1/82, Sector0C, Priyadarshani Yojana, Sitapur Road, Lucknow

(h) Maintenance of confidentiality is of permanent importance. You will ensure that no information is leaked to unauthorized person.

3. Your immediate duties & responsibilities will be communicated to you on joining. You will also be assigned from time to time other academic and non-academic responsibilities i.e. Member or Incharge of different committees.
4. You shall be paid all inclusive of salary Rs 22000 per month. All other facilities may be provided such as Accommodation, Electricity and food etc. on your demand and the deduction will be made as per norms from your salary.
5. You are required to submit following documents:
  - (a) Identity proof (Passport, Voter Identity Card, PAN)
  - (b) Aadhar Card
  - (c) Four Passport Size Photographs
  - (d) Two copies of qualifications certificates (Degrees, Marks sheets)
  - (e) Experience Certificate
  - (f) Salary certificate from past employer
6. We look forward to a fruitful and meaningful tenure. Wish you a happy and successful innings at HIP.
7. If you accept the terms and conditions mentioned above, please sign the declaration in duplicate and return the original copy to us. The duplicate shall be retained by you.

  
Chairman  
HIP

I accept the above conditions and agree to join on the terms and conditions contained in this letter as also in the employee Information Booklet.

  
Sign of Employee-

Date-09/12/2019