

SKYLINE INSTITUTE OF PHARMACY

PLOT NO 3, KNOWLEDGE PARK-II, GREATER NOIDA, U.P. 201308

PH (0120) 2328201, 2328273 Fax: 2320207

Email: soil@skyline@gmail.com

Ref: SCS/SP/APPT/2019

Date: 10/10/2019

To,
Mr. Shivan Sharma,
B-160, P-1,
Greater Noida, U.P.

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 this Institute. In addition to discharging your duties, your responsibilities shall inter-alia include:
 - Student recruitment and production;
 - Assisting in Consultancy and R & D Services;
 - Developing & up gradation of research material & laboratory;
 - Assisting in Organizing co-curricular & extra-curricular activities;
 - Assisting the Institute for the work relating to Accreditation (QA) as required from time to time;
 - Interaction with AICTE / UGC / University & other agencies as and whenever required regarding Research / Development / Consultancy / Academic etc.
 - Assisting in Administration, departmental / Institute level activities, Maintenance, supply / Procurement etc. as required;
 - Coordinating activities with T & P department and serving Engg. / MBA department for placements / Training;
 - Managing Seminars from Industry / Institutes;
 - In case you opt to avail customer / 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-ordinate and assist the Management, Core Academic Officials i.e. Director, P. & S. Institute, 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 shall 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 as last drawn. However, if warranted by the Institute, you may be required to work up to the end of the academic session for the benefit of students.

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- 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.
- You will be present in the college during the Institute working hours or beyond as required. You may also be required to devote time during off Institute hours / holidays etc. for academic, curricular / co-curricular extra-curricular work or for any other essential duty as & when required, for which no additional compensation will be admissible.
- You will treat as confidential the information about the Institute and will not divulge to any person, Institute or any other organization that you could access during the course of your services with this Institute or make therefor.
- You are expected to maintain highest standard of decorum befitting the position held by you. In the event of any inappropriate behavior (including acts and omissions such as insubordination, friction or bad behavior, acts of moral turpitude) your services are liable to be terminated without any prior notice.
- Upon completion of your tenure or severance of relationship from the Institute for any reason whatsoever, you will hand over all papers / documents / library books or any other items taken from any department / individual. You shall retain no extracts or copies of any document relating to the affairs of the Institute on leaving the Institute.
- Your services are liable to be terminated in any physical / mental disability involving you incapable of performing the duties assigned to you. Physical / mental disability includes continuous ill health resulting in prolonged absence from duties.
- You are required to submit attested photographs of all your documents.

Sincerely yours,


(General Manager)
Institute

ACCEPTANCE CERTIFICATE

I have understood the terms and conditions of my appointment and hereby accept my acceptance to all the terms and conditions specified therein.


(Signature of employee)

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