

# SKYLINE INSTITUTE OF PHARMACY

Plot No 3, Knowledge Park-II, Greater Noida, U.P. 201308

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Ref: SCS/SIP/APPT/2020

Date: 09/11/2020

To,

**Ms. Anshul Upadhyay**

D/o Sh. Suresh Kumar Upadhyay,

G-400, Alpha-2

Greater Noida, U.P - 201308.

## APPOINTMENT LETTER

Dear Madam,

We are pleased to appoint you as **Lecturer in Pharmacy Department** of Skyline Institute Pharmacy, 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.

1. 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 (NBA) as required from time to time.
  - Interaction with AICTE / UGC / University & other agencies as and wherever required regarding Research / Development / Consultancy / Academics etc.
  - Assisting in Administration, departmental / Institute / Hostel activities / Maintenance / security / housekeeping etc as required.
  - Coordinating actively with I & P department and perusing Engg. / MBA departmental placements / Training.
  - Managing Seminars from Industry / Institutes.
  - In case you opt to avail canteen / mess / transportation services etc. the charges shall be borne only 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, especially the Director, 1<sup>st</sup> year coordinator, Registrar, Administration, Public relations etc. from time to time and when required.
2. You are on probation for a period of one year. During this period your services can 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, if the institute is in the interim.
3. After one year, your appointment can be terminated from either side without any mutual obligations to institute, by giving one month notice or one month pay, at his/her option. However, if warranted by the Institute, you may be required to work up to the end of the probation period for the interest of students.

4. 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.
5. 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 / Sunday / 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.
6. You will treat as confidential the information about the institute and will not divulge to any person, institute or any other organization that you come across during the course of your services with this institute or even thereafter.
7. 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 omission such as insubordination, riotous or bad behavior, acts of moral turpitude) your services are liable to be terminated without any prior notice.
8. 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 / Keys etc. 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.
9. Your services are liable to be terminated for any physical / mental disability rendering you incapable of performing the duties assigned to you. Physical / mental disability includes continuous ill health resulting in prolonged absence from duties.
10. You are required to submit attested photocopies of all your documents.

Sincerely yours,



#### ACCEPTANCE CERTIFICATE

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

*Anshul Upadhyay*  
(Signature of employee)