



# I.T.S PARAMEDICAL COLLEGE (PHARMACY)

(Approved by AICTE and affiliated to U.P. Technical University, Lucknow)  
Delhi-Meerut Road, Murad Nagar, Ghaziabad - 201 206 (U.P.)

Ref. PERS/ITSPMPC/084

Date: 14.07.2009

**Ms. Madhu Verma**  
H. No.216, Sector - 8,  
Urban Estate,  
Karnal, Haryana.

Dear Ms. Verma,

With reference to your application and subsequent interview, we are pleased to appoint you as Lecturer at "I.T.S Paramedical (Pharmacy) College" on following terms & conditions:

1. **Appointment** : As Lecturer in Pharmaceutics
2. **Salary of Pay** : Rs. 8000 - 275 - 13500
3. **Basic** : Rs. 8825/-
4. **Duties** : As assigned by the authorities of the college from time to time.
5. **Probation** : You will be on probation for one year, which may be extended for such period(s) as deemed fit in the interest of the college, if your work is not found to be satisfactory.
6. **Leave & Other Rules** : You will be granted sick (10 days) & Casual (12 days) leaves in a year.
7. **Relinquishment of Post/Termination of Service** : In the event, you intend leaving our employment, you will be required to give a notice of one month in writing and have the same approved before leaving. This requirement is subject to the provision that such a notice can only be given to be effective during a period involving 15<sup>th</sup> of April to 15<sup>th</sup> of June or 1<sup>st</sup> of November to 31<sup>st</sup> of December, so as to avoid disruptions in teaching schedule.

In case, you intend to leave our employment during the period other than above specified period, you are required to give notice period of three months.

In case, the college desires to terminate your Services for any reason, whatsoever, it will also do so during the periods as aforementioned by giving one month's notice else give you notice of three months.

The notice shall mean a notice or full pay in lieu thereof.

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8. **Transfer to other Institute of Group** : The Institute/College has its right to transfer you to other Institute/Office/establishment/branch of the I. T. S Group situated anywhere in India or which may be set up in India at any future date, without any change in your salary and you will be bound by such orders.
9. **General Behavior & Conduct** : You shall devote your whole time to your duties and shall not carry on or be concerned in any other business or occupation or trade, whatsoever.  
If any declaration or given information furnished by you is proved to be false, or if it is found that you have willfully suppressed any material information, you will be liable to be removed from services forthwith without any notice, whatsoever, and without assignment of any reason therefore and to such other action as the institution may deem necessary.
10. **Acceptance** : In case the above terms and conditions are acceptable to you, you are requested to sign the copy of this letter for having received it as well as for having accepted the above terms & conditions of service.
11. **Joining Date** : You are required to report for duties on or before **01.08.2009**.

You are requested to submit your latest photographs, photo copies of all original Testimonials, Professional Qualifications & Experience, (if any), personal ID and proof of residence.

Yours Sincerely,

**FOR I. T. S PARAMEDICAL (PHARMACY) COLLEGE**

**(Dr. Y. Kumar)**  
**Director**

I have gone through the above terms & conditions of my service and accept them fully without any reservation. I also agree to abide by the Rules and Regulations of the College as amended from time to time.

Date: 14/7/09

Signature: Madhu Verma