



METRO COLLEGE

OF HEALTH SCIENCES & RESEARCH

MCHSR/MCP/07/19/12

Date: 31/07/2019

To,
Ms. Rashmi Singh
D-82, Express view apartment
Sector-93, Noida
U.P., 201301

Sub: Appointment letter of Ms. Rashmi Singh

Dear Ms. Rashmi Singh,

With reference to your accepted letter of intent, we are pleased to appoint you in our Institution as “Assistant Professor” in the Metro College of Health Sciences & Research based upon following terms and conditions:-

- 1. Date of Joining:** You have joined us on 24th July 2019.
- 2. Contract Period:** This contract is valid for two years initially from 24th of July, 2019 to 23rd of July 2021 and shall be renewed further mutually agreed terms.
- 3. Probation/Confirmation:** You will be on probation for a period of six months from the date of joining. Based on your performance your services will be confirmed with the Institute in written at the end of probation period. However, you will be continued on probation unless confirmed in writing after the lapse of the probation period. During the probation period your services can be terminated with one month notice on either side and without any reasons whatsoever.
- 4. Salary:** Your monthly CTC to the Institute would be Rs. 25000/- (Rupees Twenty Five Thousand) the details of which has been given in the attached “Annexure I”. TDS shall be deducted as per the applicable rates.
- 5. Increment:** That yearly increment effective from the date of joining or as per policy of the institute. The annual increment will be based on the performance evaluation report given by the Incharge/ Principal/Administrator which will clear the past year of services in terms of efficiency, punctuality and discipline and the same shall be withheld if the performance is found unsatisfactorily or accelerated in the case of exceptionally good performance.
- 6. Responsibility:** You will be responsible to take classroom and clinical teachings of the subjects assigned to you as per time table & course curriculum. Also, you need to ensure the understanding of the subjects by the students. Apart from your lectures, other academic/administrative work assigned by the Principal/Management. In lieu of developing students, you can also be assigned for mentoring, extra lectures, extra activities, parent’s meeting/telephonic conversations, maintaining of the record of students etc and sharing feedback with the management.

Unit - Metro College of Nursing & Paramedical, Metro College of Pharmacy

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