



ACCURATE COLLEGE OF PHARMACY

Approved by AICTE & Affiliated to Pharmacy Council of India

Dr. Pradeep Kumar Sharma
C/o D.C.Sharma
H.No.3, Satyam Enclave,
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Ghaziabad, UP-201001

Date: 21.10.2020

Employment / Appointment Letter

As per the recommendation of the management, we are pleased to appoint you as "Principal Pharmacy" in **Accurate College of Pharmacy, Greater Noida** on the following terms and conditions

1. Your total remuneration will be **Rs. 90,000 /- per month** consolidated.
2. You will abide by all rules and regulations of the institute as may be enforced from time to time and will report to the Director / Chairman / Group Director.
3. Your services will be for Probation on a period of 11 months from the date of joining. Based on your performance and conduct, this period may be reduced, dispensed or extended at the discretion of the management of the institute and unless an order in writing is given to you, you shall not be deemed to have been confirmed.
4. Thereafter, you will be appointed as a full time employee. During your employment you will not undertake any other assignment with any other educational or other kind of organization either on honorary basis or otherwise without the written consent of the management of the Institute.
5. You are required to work without break for minimum 30 days after joining the Institute.
6. Absence without leave or prior approval of your superior or intimation to the concern management official or remaining absent beyond the period of leave originally granted or subsequently extended shall result in voluntary termination of your employment without any notice or salary in lieu thereof or hold on salary disbursement, unless you return to work/duty within 3 days from the Commencement of such absence and provide satisfactory explanation to management of the institute regarding such absence. You have to prior apply for the leave from your reporting officer. Leave can be claimed as of right once granted by the Authority. Discretion is reserved to the authority empowered to grant leave or to refuse or revoke leave at any time to the exigencies of work.
7. After confirmation, if you decide to resign, you will be liable to serve one month notice period or payment of an amount equivalent to a month gross salary in lieu of the notice period.
8. During the course of duty/service in the institute, if found unsatisfactory in your performance and/or guilty of misconduct, your services may be terminated with immediate effect. However, under the following circumstances the management of the Institute shall be entitled to terminate the services with immediate effect and you shall not be entitled to any compensation, notice and salary in lieu thereof from the Institute.
 - (a) If you are found to be involved in theft, sexual harassment, disclosing Intellectual property rights, disclosing confidential information to the third party.
 - (b) If you become incapable to perform your duties.
 - (c) If you willfully disobey the lawful and reasonable orders of the Institute and neglect in abiding by policies of the institute as when issued for you.
 - (d) Wrongly conduct yourself or found taking part in any movement of propaganda which is detrimental to the interest and goodwill of the Institute.

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- (e) You are found guilty of misconduct and true are issues of integrity.
- (f) You get yourself engaged in dual employment ship either on payroll or on contractual basis.
- (g) Any breach of agreement including the employment agreement entered by you with the institute.
- (h) Insubordination involved in any illicit act (whether civil or criminal) before or after joining the institute and that management gains knowledge of the same.
- (i) Concealment of any information which is directly or indirectly related to the employment conditions and the same detrimental to the interest and goodwill of the Institute.
9. If at any time in opinion of the management of the institute, which is final in this matter, you are found non performer or guilty of fraud, dishonesty, disobedience, breach, inaccuracy of any intellectual property rights, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by the institute deterrent to the interest of the institute or violation of one or more terms and conditions of the appointment letter, your services may be terminated with immediate effect without notice and salary and on account of reason of any of the acts or omission of the institute to recover the damages from you.
10. You are appointment for a maximum period of 2 years. After successful completion of 2 years, your continuation will be reviewed by the management and thereafter your re-appointment will be issued along with a fresh appointment letter.
11. If you resign and decide to leave the institute, you will have to give the resignation letter in hard copy other than email. During the notice period, you have to prepare the handover documents which give the complete details on the activities handled by you. The handover documents should be given to management and the immediate authority. On the satisfactory completion of handover/notice period, the relieving letter and due amount as per the full and final settlement, if any, will be given along with the experience certificate.
12. By this offer/ Employment/ Appointment Letter, you are aware with the root purpose of your services to the "Accurate Family" is the career building of the students. In any circumstances, in the mid-session you will not leave the services from the institute due to the fate and career of the students, otherwise your such step shall be counted as serious Misconduct for which you will automatically give up NOC, NDC, Relieving Letter, Financial, Leave and other benefits, as well as gratuity also, if payable.
13. We welcome you to **ACCURATE'S FAMILY**.

Please sign on the duplicate copy of this letter signifying your acceptance of the terms and conditions enumerated above.

Yours faithfully -

[Authorized Signatory]



The above terms and conditions are acceptable to me.

[Name & Signature of the candidate]

Date: 20/01/2021

Place: Gr. Noida

Acceptance

I have read and understand the contents of employment/ appointment letter and accept the terms and conditions and I confirm that I am not breaching and terms of any prior agreement or arrangement by accepting this letter.

Signature:

Name:

Date:

Dr. Dandeep Kumar Sharma
20/01/2021