



for **Dr. M. S. Al-Sayid**
New Market, Cairo
Tel. No. 011 504 7600 - 7601
Nabkhahat - 1 Bahariya
Giza (E.G) 12511

Date **12/11/2017**

APPOINTMENT LETTER

Dear Madam,

1. With reference to your application CV and subsequent interview with the Selection Committee, Chairman is pleased to appoint you as an "Assistant Professor" School of Pharmacy" under University of **12/11/2017**.
2. Your appointment is subject to the following terms & conditions :-

- a) The appointment will be on the consolidated pay fix 24000/- per month inclusive of all allowances. The estimated amount of salary tax shall be deducted as per rules.
- b) The appointment will be governed by the existing rules & regulations and is intended from time to time.
- c) The appointment shall be on probation for a period of one year from the date of joining, which may be extended by a period of one year in case of disqualification. The period of probation shall be considered to be extended unless communicated otherwise. In case, you leave the University on your own before completion of one year, no experience & relieving benefits will be provided.
- d) The services shall be liable to be used in any department or office of the University, depending on the exigency of the services and requirements. You may also have to work other office hours and on holidays. No extra remuneration shall be paid for such work.
- e) The services may be terminated on the basis of notice or non-attendance, if continued, without assigning any reason. However, in case of termination of services on grounds of non-attendance, notice in this regard shall not be admissible. In case you wish to resign your services, then you will give one month's notice, otherwise, you will forfeit one-month salary. Under no circumstances, except on extreme medical grounds, you will leave the University during the academic session/year.
- f) You will not be allowed to take any part-time employment elsewhere during your term of appointment with the University nor allowed to participate in any business anywhere.
- g) In addition to the academic teaching, you will be required to perform other academic and extra-curricular activities amongst the students, considered desirable for their all-round growth and development.
- h) You are required to submit a Medical Certificate issued by the C.M.O/Qualified Medical practitioners, certifying that you are free from any contagious disease and fully eligible for employment in the University.
- i) You shall communicate your acceptance within 15 days from the date of this offer, failing which the offer is liable to be cancelled. You are also requested to return enclosed duplicate copy of this offer to the office of the undersigned, with a hand written signature/acceptance as a token of your acceptance.

Yours faithfully,

Dr. P. P. Singh
Registrar

COPY TO:-

1. P.S. to Hon'ble Vice-Chancellor for his kind information.
2. Finance Officer - Accounts.
3. HR Department.