

AVADH COLLEGE OF PHARMACY

Nindura, Fatehpur, Barabanki

Ref. No: AV-08/2018

Date: 02.08.2018

Sub: Appointment Letter

Dear,

Ms. Smita Choudhary

With reference to our offer for appointment and your subsequent acceptance of it, you are hereby appointed at our institute "AVADH COLLEGE OF PHARMACY, Nindura, Tehsil- Fatehpur, Kursi Road, Barabanki (U.P.) with effect from 01.08.2018 on the following terms and conditions:

- 1. Designation** Lecturer
- 2. Place** Village & post Nindura, Tehsil- Fatehpur, Kursi Road, Barabanki (U.P.)
- 3. Emolument** Your Basic Salary is as per the BTE, U.P. and AICTE, New Delhi Norms
- 4. Rules and Regulations:**

You will abide by all rules and regulation of the institute as may be enforced by the management by time to time and will report to the undersigned. The management Reserves the right to modify, alter or delete existing service rules or to introduce fresh service rule. In addition to your regular duties, you may be assigned any other duty in interest of the institute.
- 5. Service:**

You will a full time employee of the institute. You will not engage directly or indirectly in any service or be concerned in any manner, in any business other than that of the institute and shall not associate yourself, not let your work, name or personality be used by any other institute/ organization without the express consent of the management.
- 6. Confidentiality:**

As a part of your duty and otherwise you will come across many confidential matters. You will treat as confidential the information/ affairs of the institute and will not divulge to any person firm or institute or company, any information that you may come across during the tenure of your service with the institute and thereafter.
- 7. Leave :**

Casual, Medical privilege and any other leave will be as per the institute service norms.

8. Termination of Services :

The management reserves the right to terminate your services on giving you one month notice period or payment of salary in lieu thereof. Similarly, you will be at liberty to resign from the service upon one month's notice or payment of salary in lieu thereof.

9. Retirement :

You will automatically retire without any notice on reaching the age of 62 years should you continue in service even after attaining the age of retirement. You can be retired thereafter by giving you one month's notice or salary in lieu thereof.

10. Handing Over of Charge :

Upon completion of your tenure or severance of relationship for one reason or another, you will hand over to the undersigned all papers and documents which may at time be in your possession pertaining to affairs of the institute and will not retain any or extracts there from.

In case the terms and conditions are acceptable to you, please sign the duplicate copy of this appointment letter in token of your having understood and having accepted the same.

Yours faithfully,

For AVADH COLLEGE OF PHARMACY


Chairman