

Inmantec/Appt/2020/06/15  
15.06.2020

Prof. (Dr.) Ajay Pal Singh  
House No. 108  
Kallu Pura  
Laxmi Vihar Colony  
Ghaziabad

**Sub: Contractual Appointment as Principal- Pharmacy**

Dear Dr. Singh,

With reference to your curriculum vitae and the interview held before the selection board, we are pleased to appoint you as Principal- Pharmacy, in the grade of 37400-67000-10000. After adjustments of the benefits, your take home salary will be Rs.65,000/- per month (Rs Sixty Five Thousand only). Your appointment is effective from 15.06.2020, 9.00 AM on the following terms and conditions:

1. Your appointment will be contractual and valid for six months from your date of joining. However, the validity of the contract will be based on the facts laid out in your periodic review after one month of joining and every three months from thereon. On the basis of your performance, the contract may be further extended, if required, for a fixed duration.
2. Your main responsibility will entail driving the Pharmacy department successfully, developing strategies and executing the institute's vision for the course.
3. In addition to taking lectures, tutorials, practical classes as assigned to you as per the requirement of the courses, your job responsibility shall also include such other tasks, as may be entrusted to you from time to time.
4. The institute's policy warrants a 15 day notice from either side for any disassociation from the institute. However, if you consider any job shifting yourself, it shall be permissible only by the end of your contract or close of academic session.
5. Apart from the leave and holiday provisions, you shall not be entitled for any other benefits from INMANTEC. However, reasonable travel and related expenses (if any) will be reimbursed as per policy for all expenses incurred in connection with the completion of your duties.
6. During this period, you will not undertake any outside assignment either on honorary basis or otherwise without the written consent of management of the institute.
7. You will be present in the institute during working hours and you may also be required to devote time during off-institute hours/Sundays/Holidays etc. for Curricular / Co-Curricular / Extra Curricular works for which no additional compensation will be admissible.