



METRO COLLEGE
OF HEALTH SCIENCES & RESEARCH
(A Unit of Society of Metro Group For Education & Medical Research)

MCHR/MCP/Aug-18/

Date: 06th of Aug., 2018

To,
Mrs. Anupam,
Flat No-917, Street No. -8,
Govindpuri, New Delhi - 110013

Sub: Letter of Appointment /Service Contract

Dear Mrs. Anupam,

With reference to your interview and further acceptance of the offer by you , we are pleased to engage you in our Institution as "**Assistant Professor**" in the "**Metro College of Pharmacy**" based on following terms and conditions:-

- 1. Date of Joining:** Your date of joining is 06th of Aug., 2018
- 2. Contract Period:** This Service/Job Contract is valid for two years initially from 06th of Aug., 2018 to 05th of Aug., 2020 and shall be renewed further on mutually agreed terms.
- 3. Probation/Confirmation:** You will be on probation for a period of six months from the date of joining which will automatically get extended unless confirmed in writing.

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 remuneration/ salary will be as has been mutually discussed and agreed upon. It will be subject to all statutory deductions including TDS as per the applicable rates.
- 5. Increment:** The yearly increment is 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/Head/Principal/Administrator/Director-Academics which will be based on the past year's performance in terms of efficiency, regularity, punctuality and discipline and the same shall be withheld if the performance is found to be unsatisfactory or the remuneration may be enhanced in 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 the time table & course curriculum. Also, you need to ensure the understanding of the subjects by the students. Apart from your lectures, other