

Pharma/Appt/2021/01/01
01.01.2021

Mr. Gaurav
House No. - 368
Village & Post Khindora
Tehsil- Modinagar
Ghaziabad- 201204

Sub: Contractual Appointment as Assistant Professor- Pharmacy

Dear Mr. Gaurav,

With reference to your curriculum vitae and your interview held before the Selection Board, we are pleased to appoint you as Assistant Professor- Pharmacy on a consolidated salary of Rs. 22,000/- p.m. (all inclusive), effective from 01.01.2021, 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. On the basis of your performance, the contract may be further extended, if required, for a fixed duration.
2. You may be assigned any administrative responsibility besides teaching of temporary or permanent nature, to which you will have to be equally committed. However, no additional compensation will be admissible for the administrative responsibility.
3. 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.
4. 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.
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. 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.
7. You shall be governed according to the Rules and Regulations of the institute, in existence or being framed from time to time. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the institute and those in authority over you.

8. The institute may terminate your employment with immediate effect, in the event of misconduct, insubordination, or fraudulent, dishonest, disobedient or undisciplined conduct, or in case of insolvency or conviction for any offence involving moral turpitude, or breach of any terms of employment or documents or directions of the institute.
9. If any information furnished by you to the institute proves to be false, or if you are found to have willfully suppressed any material information/particulars, the institute shall be entitled to terminate this contract without notice.
10. In the event of a change in your contact details or address from the address first written above or any subsequent changes thereto, you shall provide the institute the new address within three (3) days of such change. All notices/communications sent to your last known address shall be deemed to have been properly served on, and received by you.
11. You are expected to maintain highest standards of decorum befitting the position held by you.

I am sure you will put in your best and contribute your might for the full satisfaction of your department and do maximum for the betterment of the institute.

Wishing you a long and happy association with us,

Sincerely yours,


Pinkaj A Gupta
Executive Director

Acceptance Letter

I have received my Appointment letter dated 01.01.2021. I hereby accord my acceptance to all terms and conditions specified therein w e f 01.01.2021.

SIGNATURE.....

NAME