

# Sun Institute

College Campus

## Appointment Letter

1/8/19

To,  
**Sakshi Trivedi**  
**Moh-Makku Bazaria Near Hadadaf Chowki**  
**Shahjahanpur**

With reference to your application and subsequent discussion on 01/08/2019 you are hereby offered for the post of Asst.Prof.in Sun Institute of Pharmacy, Shahjahanpur on the terms and conditions given hereunder:

**Post: Asst. Prof.**

**Department: Pharmacy**

- 1. Pay:** Your pay and other allowances will be as for the norms of Pharmacy council of India & AICTE, New Delhi.
- 2. Other Benefits:**  
Other benefits such as provident Fund, Medical Facilities and Conveyance etc. shall be paid as per the service rules of the College.
- 3. Working Days:**  
Working Days of the College shall be Six days a week.
- 4. Leaves:**  
Leaves shall be allowed as per the rules of the College and shall be in the sole discretion of the Director of the College.
- 5. Annual Review of your Salary:**  
The College in its sole discretion may review your basic salary and other elements of your salary appropriately based on subsequent anniversary date/s or on such other date/s as it may decide for the purpose.
- 6. Other Work:**  
Your position is that of whole time employment with the College and you will devote yourself exclusively to the work of the College. You will not take up any other work for salary or for any financial consideration, without permission in writing from the Chairman / Secretary of the College.
- 7. Confidentiality:**  
You shall keep all information relating to the affairs of the College and its subsidiaries confidential and secret in any and all respects and shall not disclose or divulge or make public any part of such information to anybody or any entity without the prior permission from the Chairman / Secretary of the College.

**8. Declarations / Disclosures to the College:**

You are expected to truly and fully declare / disclose to the college, any information in regard to you that you consider may have any material bearing, directly or indirectly on your employment with the College in the context of any potential conflict of interest with the College.

**9. Retirement / Superannuation:**

The age for retirement / superannuation shall be notified by the Government.

**10. Duties and Responsibilities:**

You will discharge such responsibilities and duties as will be assigned to you by the College to the best of your knowledge and abilities in the best interest of the College.

**11. Deduction of Income Tax at Source:**

Income Tax at source shall be deducted from salary payable to you for the services rendered to the College in accordance with the provisions of the Income Tax Act, 1961, modifications and amendments thereof.

**12. Termination:**

In normal circumstances, you shall not leave the job in the middle of the semester. However, in case the performance is not found satisfactory, this employment can be terminated by either side by giving one month notice in writing or on payment of one month Basic Salary in lieu thereof.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment.

We look forward to your joining the college and "Wish you a successful association with the institute".

Yours truly,

  
(Dr. U.D. Kapoor)  
Chairman

