



REG. INTD/APPOINTMENT

12 April 2018

LETTER OF APPOINTMENT

Dr. Anam Kumar Rai
 B. Sc. (M.Phil.)
 B.Ed. (M.Ed.)
 Began (CPs) – 266788

With reference to your application and subsequent interview, we are pleased to appoint you as a Director in the department of Pharmacy in our Institute on the following terms and conditions:

- You will be initially paid salary under the AICTE pay scale of Rs. 18,400-500-22,400 p.m.

Basic	Rs.	18400.00
H.A. (Marginal CPs)	Rs.	500.00
Net Basic	Rs.	18900.00
D.A. (CPs)	Rs.	600.00
HRA	Rs.	1500.00
Total	Rs.	21000.00

- You must follow and adhere to the Service Rules, Terms & Conditions, Order Rules, Regulations and Statutes of the Institute and work in accordance with the same and should keep the affairs of the Institute strictly confidential.
- In addition to the teaching assignments assigned to you, you shall also be responsible to perform duties related to Co-curricular, Extra-curricular activities as assigned by the Management from time to time.
- The appointment and its continuation will be subject to your physical & mental fitness.
- The continuation of your services will be subject to satisfactory performance and either side will be at liberty to terminate appointment by giving one month's notice in writing to the other party or to pay in lieu thereof.
- You will devote your valuable full time attention and ability to the interest of the Institute and shall not undertake any direct or indirect business or work, honorary or otherwise, except with the written permission of the Institute.
- You will be strictly prohibited for accepting private tuition / coaching job.
- Notwithstanding what is stated above, you would not be allowed to leave the job to foreign during the continuance of Institute. In case of your resignation from your post and subsequent of one month notice during the probation, you will not be referred from your job, as your notice will be considered applicable only after completion of the probation.
- breach of any of the above conditions will render you liable for termination without any notice. The appointment will also be liable for termination without any notice or pay in lieu thereof on the following grounds:
 - The management finds that the particulars supplied by you either in the application form or at the time of interview are incorrect.
 - The Management finds that you are guilty of misconduct, moral negligence, disqualification, mismanagement, or subordination, breach of contract of the appointment letter and acts of the similar nature.
- You are required to submit the following documents at the time of your joining:
 - Copy of Marksheet(s) from Class 10th onwards.
 - Copy of Degree / Professional Course.
 - Salary certificate - maximum of last salary drawn.
 - Relieving certificate issued by the previous employer.
 - Two colored PP size photographs.

For Praveer Singh Institute of Technology

Chairman