

**B.Tech.** (CS|EC|EN|IT|ME) \* **M.Tech.** (CS|EC|ME) \* **MBA** (HR|Marketing|Finance|IB|IT) \* **MCA** \* **Fashion & Apparel Design**  
\* **Fine Arts** \* **B.Pharm.** \* **D.Pharm.** \* **M.Pharm.** \* **BBA** \* **BCA** \* **B.Voc** (BFSI|Banking|Graphics & Multimedia|Refrigeration &  
Air Conditioning|Automobile Servicing|Medical Imaging Technology) \* **Polytechnic** (CS|CE|EE|Production|Automobile)

Date: 20<sup>th</sup> August, 2019

To,

**MS. ANKITA VISHWAKARMA**

H. No.B-452, Barra-8, Kanpur - 208027 (UP)

Mobile: 07068935659

Subject: Appointment Letter

With reference to your application at Kanpur Institute of Technology And Pharmacy, we are pleased to offer the appointment as per the following terms and conditions:

1) **Appointment Details:-**

- |                    |   |                               |
|--------------------|---|-------------------------------|
| a) Cadre           | : | LECTURER                      |
| b) Department      | : | Pharmacy                      |
| c) Pay-scale       | : | 15600 – 39100                 |
| d) Date of Joining | : | 22 <sup>nd</sup> August, 2019 |

2) **Terms & Conditions:-**

- You may resign from the job between 15<sup>th</sup> to 31<sup>st</sup> of December/May of any year without any notice period. If you resign on any other date, you will have to pay to the institute amount equal to two months' salary.
- Your services may be terminated by the institute between 1<sup>st</sup> to 15<sup>th</sup> of January/June of any year. Still, if you are terminated on any other date, institute will pay you amount equal to two months' salary.
- Availing any leaves credited in your account, is a privilege given by the institute. Prior approval is required to avail these leaves. However, in case of requirement to the institute, the sanctioned leaves may be cancelled.
- If you are continuously absent for more than three days without approval, it will be assumed that you are not interested in working in the institute and clause 2(a) will be activated.
- If you found guilty in indiscipline act / you conceal any facts / you supply wrong information about your candidature, your services may be terminated without any notice or compensation. Moreover, you have to pay to the institute amount equal to two months' salary.
- Please note that this is a full time employment and your service will be at the disposal of the institute. You shall not engage yourself directly or indirectly, part-time / full time, except with the prior approval of the institute, in any trade or business or undertake any employment while in the service of the institute.
- All the terms and conditions regarding your job, service rules, code of conduct in Kanpur Institute of Technology And Pharmacy will be as per the bye laws of the society and shall be binding upon you.

We welcome you to Kanpur Institute of Technology And Pharmacy and look forward to having a long lasting relationship. You are requested to sign the duplicate copy of this letter as token of acceptance of the above-mentioned terms and conditions.


Thanking you,

Yours faithfully,

For Indus Technical Education Society,

  
(Anil Kumar Agarwal)  
Secretary-ITES

*I accept the offer with the terms & conditions mentioned in clause (1) and (2).*

  
(ANKITA VISHWAKARMA)