

Ref. No: SVES/16/915

Date: - 12.07.2016

APPOINTMENT LETTER

To,

Mrs. Nidhi Goel
D/o Sh. B. C. Mittal
758, Shivaji Nagar, Behind RTO,
Jhansi 284 128

Madam,


On the recommendation of selection committee members, you have been appointed as Asst Professor in Smt. Vidyawati College of Pharmacy, Jhansi. Your initial salary will be Rs. 17,400/- in the pay scale of Rs. 8700 - 34800.

The other terms and condition of your appointment letter shall also be as under: -

1. As assigned by the Director and other authority of the Institute.
2. In respect of leave and all other matter, you will be governed by the rules & regulations of the Institute, as amended from time to time.
3. You will be on probation for two year, which may be extended for such period(s) as deemed fit in the interest of the Institute, if your work is not found to be satisfactory. Unless confirmed in writing you will be deemed as probationer after the expiry of the abovementioned probation or the extended period of probation.
4. That you will strictly observe punctuality.
5. That you will employ yourself efficiently and diligently to the best of your ability and will devote your whole time to the work of institute. Further you will not engage yourself directly or indirectly either honorary or remuneration basis towards any services, trade, vocation or occupation (including agency or any kind of advisory service).
6. There will be 12 Casual leaves per year and as per annual leave circular dispensed time to time. Before, proceeding on leaves, you will have to apply to the appropriate authority and seek the prior sanction of leave. Similarly, for extension of leave an application will be made in writing in advance so as to reach positively before the expiry of leave originally granted. Mere submission of application will not mean that the leave has been sanctioned.
7. You will be bound by rules and regulations enforced by the management from time to time in relation to conduct, discipline, holidays or any other matter relating to service condition which will be deemed as rules, regulations and orders in the part of these terms of employment.
8. Increments, promotion and demotion depend on the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, performance, discipline, loyalty and good behaviour and also subject to prosperity.

9. In the event you intend leaving our employment, you will be required to give notice of three months or salary in lieu of such notice, Similarly if we desire to terminate your services for any reason, whatsoever, we will be free to do so after giving you one month's notice, in writing or salary in lieu of such notice.
10. You will help in the academic activities and development of the Institute.
11. Your duties are to look after all the matters of the laboratory assigned and work in accordance with the authorities.
12. You will help in maintaining and promoting discipline, decorum in the Institute campus.
13. You will participate & perform all related duties with examination, industrial tours etc. as assigned to you time to time.
14. You will help in promoting Student's academic activity, cultural & physical development.

The appointment will be effective from the date of joining which should not be later than 90 days from the issue of this letter. You should bring all the certificate & testimonials in original for verification. In case you are unable to join the college in time, then send your acceptance immediately, failing which your appointment will be treated as cancelled.


Manas Mishra
Secretary

DECLARATION

I, Nidhi Goel D/o Sh. B. C. Mittal R/o 758, Shivaji Nagar, Behind RTO, Jhansi 284 128, have read and understood all the terms and conditions mentioned and undertake to abide the same.

Place: Jhansi
Date: 18/07/16


(NIDHI GOEL)

Copy to:
1 Personal File
2 Finance Department