

ISHAN INSTITUTE OF PHARMACY

H.O.: 120, Hans Bhawan, 1 BSZ Marg, Delhi-02 | Campus: 2, Knowledge Park-1, Gr Noida
UP-201310 Ph: (0120) 2334470 | Web: pharmacy.ishan.ac ; email: pharmacy@ishan.ac

Ref.No. : IIP/HR/201110

Date : 01.12.2020

To,
Ms Pooja Arya
R/o Golana , Karariya Almora
Uttarakhand

Sub.: Letter of Appointment for the post of Lecturer in Ishan Institute of Pharmacy, Greater Noida

Dear Madam,

1. With reference to your application and subsequent interview/interaction/discussion held with the Selection Committee the undersigned is pleased to inform you that based on the recommendation of the said Selection Committee, you are hereby appointed as the Lecturer.
2. **Your appointment is subject to the following terms & conditions:**
 - i. That your salary shall be as per State Government/PCI/ BTE Norms.
 - ii. Your appointment is on Full time basis and your normal daily duty hours shall be as decided by the Competent Authority. However, the working hours shall be flexible depending upon the exigencies of services at the discretion of the Management
 - iii. You will be on probation for a period of one year. During the period of probation you are expected to demonstrate your suitability for the position for which you have been appointed.
 - iv. Besides taking lectures, Tutorials in the department you will be required to participate in the internal and external examination duties of the College, University, any authorized body for conduction of examination and it is obligatory on your part to carry out any other responsibilities assigned by the University and college from time to time.
 - v. You are also required to undertake the responsibilities in the college which are conducted by the college in relation to the student care and that of academic nature related to professional Pursuits, and also take part in Administrative task related to College and shall have to Strive to maintained dignity and standard of the college.
 - vi. During the probation period your services are liable to be terminated at any time if the same have been found unsatisfactory, without any notice or assigning any reason.
 - vii. The period of Notice from the employee side shall be of three months' time which shall not include leaves taken /absenteeism during these days otherwise the period shall be extended accordingly.





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- viii. However, in case of termination of services on grounds of misconduct, notice or payment of salary in lieu thereof shall not be admissible. In case any documents found to be false any intimation from any source regarding your conduct & documents placed by you, management shall have right to terminate your services without providing any opportunities and your whole salary paid in past shall be recoverable.
 - ix. Your appointment is subject to the approval from Governing Body. If your appointment for the said post is not approved by the Governing Body your services shall be terminated forthwith or if you so desire and the Management has agreed to continue on the unapproved post you will be allowed to continue in the service with your written consent. The terms and condition of such appointment shall be as decided by the Management and accepted by you. You are required to submit duly signed, "Deed of Contract" in a prescribed format.
 - x. Prior to this appointment if you have been serving in any College/ Recognized Institution, you will be allowed to join only after submission of your resignation and relieving letter from the concerned college.
 - xi. Your services may be required out of the campus for the purpose of the college within the jurisdiction of the NCR.
 - xii. You will regularly attend your duties and will follow strictly the time table and assignment given to you.
 - xiii. You will not take any leave without sanction from competent authority until and unless the same is extremely necessary to the satisfaction of the Management and it does not adversely affect the teaching / learning process.
3. This appointment is subject to the following other conditions :
- i. You shall submit all the original certificates for verification and the certified copies of relevant testimonials, Date of birth certificate, Marks Sheet, Degrees, Experience Certificates, Relieving Certificate, six photographs, Identity & Address proof at the time of joining. In case any document is found wrong/fabricated/unconfirmed, you shall be responsible to compensate the organization against all losses and consequences.
 - ii. Your appointment shall be terminated automatically, if it is proved that the information given by you in your application is false and or a Degree / any other certificate/ document submitted by you are forged or tampered with.
 - iii. If any other document is required to justify your appointment as per norms of regulatory Authorities, you will provide the same without much delay.

Thanking you,

Yours truly,

(Anupma Rawat)

HR Chief

- CC.: 1. Principal, Ishan Institute of Pharmacy, Greater Noida
2. General Secretary, Ishan Institute of Pharmacy, Greater Noida
3. Account Section
4. Personal File
5. Guard File

Received
4/12/2020