



UNITED COLLEGE OF ENGINEERING & RESERACH

50, Knowledge Park -III, Greater Noida, Gautam Budh Nagar (U.P.) - 201306
Toll Free No. 1800-1803171

To

Date: 18/01/2021

Ms. Archita Katrolia
115, Pratap Enclave Mohan Garden
Uttar Nagar New Delhi - 110087

Subject: Appointment as Asst. Professor

Dear Mrs. Archita Katrolia,

In response to your request followed by the interview/discussion seeking a faculty position in the department of B.Pharm, we are pleased to appoint you on probation Asst. Professor on a consolidated salary inclusive of all entitlement of Rs. 26000/- as agreed by you.

Your services will be governed as per rules and regulations, and under taking giving by you to the institution and other terms and conditions will be as follows:

- (i) Your services are fixed 18/01/2021 to 17/01/2022.
- (ii) During service period, the management reserves the right to terminate your service without giving any reason by giving one months notice or by paying one month's salary.
- (iii) If you are found absent from duty for 8 days without obtaining prior permission in writing of the Management or if you proceed on leave without obtaining prior permission or over-stay the sanctioned leave without first getting it sanctioned, then you services shall be liable to be terminated without any further reference/notice to you.
- (iv) In case of any change of your telephone number, address during the course of employment, it will be your duty to intimate such changes to the Management in writing immediately same day you and have the same recorded with the management. All communications sent to you by the Management at the given address will be deemed to have been received by you. You will receive any communication as and when delivered to him/her personally and sign the copy of the same.
- (v) You will not leave the organization in the mid-semester as it will lead to academic loss of the students.
- (vi) You will be required to carry out all the duties of the post and also other academic and administrative work that would be entrusted to you from time to time. In addition to your regular duties you may be assigned any other secondary duty in the interest of the institution.
- (vii) After Successful completion of probation period, In case you want to leave the job, two months prior notice to the management will be required or you will have to deposit two month's salary. But not leave in mid Semester.
However, it is the prerogative of the management to accept resignation and relieve you within the period of notice any day by paying salary upto that date of work done.
- (viii) You will not be allowed to accept any other remunerative / non-remunerative work while in service.
- (ix) You are required to obtain no objection certificate from the institution for applying any outside job or for higher studies.
- (x) Your job is transferable in our group.
- (xi) You will conduct yourself with a high standard of dignity, discipline morale and professional standards in and outside your place of work in order to ensure respect in society and among students.