



Dr. K.N. Modi Foundation
Dr. K.N. Modi Institute of Pharmaceutical Education & Research
(Approved by AICTE & PHARMACY COUNCIL OF INDIA, NEW DELHI)
(Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow (Code 078))

15th January, 2021

To,
Mr. Ishan Giri
S/o Mr. Vikas Giri,
R/o C-30, Mahesh Marg, Modi Nagar,
Ghaziabad.

Subject : Appointment Letter.

Dear Candidate,

With reference to your application and subsequent interview you had with us 15th January, 2021 the Management of Dr. K.N. Modi Institute of Pharmaceutical Education and Research, Modi Nagar, Ghaziabad 201 204, is pleased to appoint you as an Lecturer in the Department of Pharmacy on the 8000-275-13500 Grade, with following terms and conditions.

1. You will be a full time employee of the Institute. In addition to taking Lecture / Tutorial / Practical classes as assigned to you, your job responsibility shall include:
 - Students assessment and evaluation;
 - Assisting in consultancy and R&D services;
 - Developing resource material & Laboratory;
 - Organizing co-curricular and extracurricular activities;
 - Assisting in departmental / Institute / hostel administration and any other work assigned by the competent Authority / Director.
2. You will have to appear before the next selection committee. In the mean time you performance evaluation will be based on the following parameters.
 - a. Teaching and interaction in the classes.
 - b. Performance of the students in the end semester examination.
 - c. Your performance in the development of department / Institute.
 - d. Enhancement of your own skills. Publication / academic qualification etc.
 - e. You will be required to obtain M. Pharma / Ph.D. Degree as per AICTE norms.
3. You will be on probation for a period of one year. After confirmation, either side can terminate the service without assigning any reason by giving one month notices or salary in lieu. In case of bond, bond limitation shall apply. However, notwithstanding the above, you may be asked to work if required, up to the end of semester in the interest of students.

4. Your services are liable to be terminated for any physical / mental disability rendering you incapable of performing the duties assigned to you. Physical, mental disability includes continuous ill health resulting in prolonged absence from duties.
5. You are being appointed as full time employee of the Institute; therefore you will not undertake any assignment either on honorary basis or otherwise without the written consent of management of the Institute. Coaching of 10+2 and / or University students is totally prohibited.
6. You will be present in the Institute during the institute working hours. You may also be required to devote time during off-institute hours/Sunday/ holiday etc. for curricular / Co-curricular / extracurricular activities for which no additional compensation will be admissible.
7. It will be sole discretion of the Foundation to transfer you to any its allied Institute or wherever Foundation may deem fit any proper to which you will have no objection. Refusal to carry the orders will entitle the Institute to terminate your services without assigning any reason what so ever and or to initiate necessary disciplinary action to punish you solely as per their discretions.
8. You are expected to maintain highest standard of decorum befitting the position held by you. In the event of any inappropriate behavior (Including acts and omissions such as insubordination, riotous behavior, acts of moral turpitude) your service are liable to be terminated without any prior notice.
9. As a part of your duty and otherwise, you will come across many confidential matters. You will not divulge the same to any person, firm or Institute or company during the tenure of your service with Institute and thereafter.
10. Upon completion of your tenure of severance of relationship from the Institute for any reason whatsoever you will hand over to your Head of the Department / Director all papers and documents with may at that time be in your possession relating of affairs of the Institute and will not retain any copies of extracts there from.
11. At the time of joining, please bring all the originals of your documents for our verification along with attested photocopies of the same.

Sincerely Yours,

For Dr. K.N. Modi Institute of Pharmaceutical Education and Research.


Head H.R.