INSTITUTE OF PARAMEDICAL SCIENCE & RESEARCH (I P S R)

[illegible]

(Established & Run by [illegible] Educational & Cultural Society, Lucknow)

Date : [illegible]

Ref No. IPSR/[illegible]/July/20[illegible]

To,

Ms. Arshad [illegible]

[illegible]

[illegible]

Subject : Appointment as an Lab Technician in Department of Pharmacy of Institute of Paramedical Science & Research, Sohramau, Unnao.

Dear Madam,

With reference to your application for the post of Lab Technician in the department of Pharmacy in the above Institution and subsequent personal interview, we are pleased to appoint you as a Assistant Professor with the following terms and conditions:

- You are appointed on a fixed salary of Rs. 9,500 (Rs. Nine Thousand Five Hundred Only).
- You are required to join the institute at the earliest but not later than one month from the date of issue of this appointment letter.
- You will be governed by the Service and conduct rules of the Institute/Society/affiliating University enforced from time to time.
- The nature of appointment will be on probation for one year which may be extended up to one year more, if management is not satisfied with the services in the first year. During probation period, management reserves the right to terminate the service of the employee without assigning any reason. While the employee must furnish one month prior notice in case of leaving the job or one month salary in lieu thereof.
- After completion of satisfactory probation period, this appointment can be terminated on one month notice from either side, or payment in lieu thereof.
- In addition to your regular job, you will undertake to participate in and perform such rightful duties that the chairman/director may assign from time to time like arrangement of and participation in seminars, conferences and other activities you will discharge your duties diligently and efficiently to the best of you ability and to the satisfaction of management.
- You shall solely serve the Institute and will not seek employment/part time work anywhere else whether gainful or otherwise without express sanction of the management.
- You shall not use your Pharmacist registration certificate elsewhere during the tenure of your employment with this organization.
- All copyright patents, papers published or discoveries/ideas developed by you during your employment shall vest with the institute.
- You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise at any time.
- You shall take every care in respect of institute property, goods or case in your charge and shall render an account of the same when called upon to do so.
- If at any time in the opinion of the management which are final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence and indiscipline, absence from duty without permission or any other conduct considered by the management to be detrimental to the institute, your service will be terminated without assigning any reason. Forthwith, without any notice or one month's salary in lieu thereof. This order will be final and you will have to right to challenge the decision of the management in any court of law.
- If at any time you wish to discontinue the service you shall serve a notice of one month ensuring that your last working day does not fall during mid-session and continue to perform your duty with full sincerity and diligently during this period.
- If at any time you leave the institute after resignation, the accounts shall be finalized after the submission of no dues certificate and all clearances from concerned departments which have to be submitted by you within 30 days of your date of resignation after which no claims of any sort will be entertained.
- Your appointment is based on the information giving by you in your Bio-data.
- If at any time the information given is found to be incorrect or concealed your service shall be terminated with immediate effect without giving any notice or salary in lieu thereof.
- You shall not leave job during mid-session.
- This offer of the appointment letter is purely temporary subject to approval of State Govt. and affiliating University.

You are requested to report for duties on or before 25/07/2020 and submit the duplicate copy of this letter duly signed by you as acceptance letter of the conditions stipulated in this appointment letter.

Thanking you.