

Ref No: I.P.S.R./LTT/2020/0010

Date: 06/07/2020

To:

Mrs. Malvinderjeet Singh
 Bawali, Bawali,
 Aligarh 212108

Subject : Appointment as an Lab Technician in Department of Pharmacy of Institute of Pharmaceutical Science & Research, Sohrawat, U.P.

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 Assistant Professor with the following terms and conditions:

- You are appointed on a fixed salary of Rs. 6,500/-Rs. Six Thousand Five Hundred Only-)
- You are required to join the institute on the earliest but not later than one month from the date of issue of this appointment letter or before the commencement of academic session 2020-2021 whichever is later.
- 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 upto 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 lie of 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 undertake your duties diligently and efficiently in the best of your ability and to the satisfaction of management.

Com..... 20

- You shall solely serve the Institute and will not seek employment/part time work anywhere else whether gainful or otherwise without express written consent of the management.

- You shall not use your knowledge or experience or skills obtained during the course of employment with the organization.
- All copyright material, papers, substances or discoveries from developed by you during your employment shall vest with the organization.
- You shall maintain confidentiality of all knowledge gained through 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 human property goods or otherwise which may come into your hands or which may be placed upon duty by you.
- If at any time to the mind of the management, you are found in this matter, willfully guilty of dishonesty, non-cooperation, disorderly behavior, negligence or misconduct, absence from duty without permission or any other conduct considered by the management to be detrimental to the interest, your service will be terminated without assigning any reason. Furthermore, without any notice or one month's salary as legal notice. This order will be final and you will have to go to a challenge the decision of the management in any court of law.
- If at any time you want to discontinue the service you shall serve a notice of one month's notice. But note that, working day does not fall during vacation and contract to perform your duty with full respects and diligence during this period.
- If at any time you leave the institute after resignation, the accounts shall be finalized before the submission of no. dues certificate and all clearances from concerned departments which have to be submitted by you within 36 hours of your date of resignation after which no claim of any sort will be entertained.
- Your appointment is based on the information given 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 to the same.
- 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 in acceptance letter of the conditions stipulated in the appointment letter.

Thanking you,



(BADRI VIMAL TIWARI)
CHAIRMAN
Copy to:

- Personal file.
- Accounts Department.