



ACCURATE COLLEGE OF PHARMACY

Approved by AICTE & Affiliated to Pharmacy Council of India

Mr. Ashish Verma
Alpha-II, Greater Noida

Date: 14.09.2021

Employment / Appointment Letter

As per the recommendation of the management, we are pleased to appoint you as "Lecturer" in Accurate College of Pharmacy, Greater Noida, on the following terms and conditions.

1. Your total remuneration will be **Rs. 17000 /- per month** consolidated including of all legal payable dues.
2. You will abide by all rules and regulations of the Institute as may be enforced from time to time and will report to the Director/ Chairman/Group Director.
3. Your services will be for Probation on a period of 11 months from the date of joining. Based on your performance and conduct, this period may be reduced, dispersed or extended at the discretion of the management of the institute and unless an order in writing is given to you, you shall not be deemed to have been confirmed and your services automatically come to end after completion of successful period of 11 months.
4. Thereafter, you will be appointed as a full time employee. During your employment you will not undertake any other assignment with any other educational or other kind of organization either on honorary basis or otherwise without the written consent of the management of the Institute.
5. You are required to work without break for minimum 30 days after joining the Institute.
6. Absence without leave or prior approval of your superior or intimation to the concern management official or remaining absent beyond the period of leave originally granted or subsequently extended shall result in voluntary termination of your employment without any notice or salary in lieu thereof or hold on salary disbursement, unless you return to work/duty within 3 days from the Commencement of such absence and provide satisfactory explanation to management of the institute regarding such absence. You have to prior apply for the leave from your reporting officer. Leave can be claimed as of right once granted by the Authority. Discretion is reserved to the authority empowered to grant leave or to refuse or revoke leave at any time to the exigencies of work.
7. Your services of 11 months will be on probation period, therefore any notice period will not be awarded. If your services come to an end by the orders of management of the institute, but your one month prior resignation will be compulsory. If you leave the job during such period and too accept or to reject the resignation shall be the discretion of the appointing authority looking the educational interest of the students.
8. During the course of duty/service in the institute, if found unsatisfactory in your performance and/or guilty of misconduct, your services may be terminated with immediate effect. However, under the following circumstances the management of the Institute shall be entitled to terminate the services with immediate effect and you shall not be entitled to any compensation, notice and salary in lieu thereof from the Institute.
 - (a) If you are found to be evolved in theft, sexual harassment, disclosing Intellectual property rights, disclosing confidential information to the third party.
 - (b) If you become incapable to perform your duties.
 - (c) If you willfully disobey the lawful and reasonable orders of the Institute and neglect in abiding by policies of the institute as when issued for you.