



# TRANSLAM

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## Institute of Pharmaceutical Education & Research

(Approved by AICTE, PCI, New Delhi & Affiliated to AKTU/BTE Lucknow)

Ref. No. 18.53.245/P.H./T.T.P.E.R./21

Date 04-12-2021

### APPOINTMENT ORDER

To,

Ms Shivani D/O Sh. Anil Kumar  
Bahjadka, Meerut-250401

Dear Mam,

With reference to your application and subsequent interviews, I am directed to inform you that the management is pleased to appoint you as Assistant Professor in Translam Institute of Pharmaceutical Education & Research, Mawana Road, Meerut, for proposed Diploma course in Pharmacy on the following terms and conditions:-

1. You are placed in AICTE pay scale of Rs.15600-39100 with AGP of Rs. 6000/- with an initial basic pay of Rs.15600 per month with other allowances.
2. You will be on probation for a period of one year, which may be extended for another one year.
3. You will abide by the conditions of service as leave rules, discipline and conduct rules as may be laid down from time to time, by the Harish Chand Maina Devi Memorial Trust Society, Meerut.
4. You should not indulge in any of the activities which may affect the reputation, name and fame of the organization.
5. You should not disclose any information regarding working of the institution to the outsiders.
6. You should not engage yourself in any private business or practice either in an individual capacity or in association with any other persons/Institutions.
7. You should not absent yourself from work without prior notice and sanction by competent authority.
8. You may be required to work beyond the working hours as and when required by the institute in case of any exigency.
9. In case of any contravention intentionally or otherwise of the terms of this appointment of service rules as the case may be, the institution reserves the right to take disciplinary action against you and even to terminate your service without assigning any reasons.
10. If you desire to resign from the post, you shall have to give three months notice to the institute or in lieu of it, you have to pay one month total salary and your services are liable to be terminated by the employer by giving one month notice or one month salary in lieu of such notice. However, you will not be relieved in the middle of the academic session.
11. You are required to give your consent to join the institute as and when required.
12. You will have to submit the following documents along with your joining report:
  - Self attested photocopies of your certificates in support of Educational/ Technical qualification.
  - An undertaking to the effect that no criminal case is pending against you in any court of law.

Prof. (Dr.) Shamim Ahmad  
Director

Director  
Translam Institute of Pharmaceutical  
Education & Research

PO, RAJPURA, MAWANA ROAD, MEERUT 250001 (U.P.) PH-9105555630, 9105555632

Copy to: The Secretary, IIT, Meerut 250001 (U.P.)  
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