



# MIT COLLEGE OF PHARMACY

(Constituent Institute of MIT Group of Institutions)

Approved by AICTE, PCI, New Delhi & Affiliated to BTE & Dr. A. P. J. Abdul Kalam Technical University, Uttar Pradesh

No: MITGI/REC-MITCOP/1552

Dated: 27.11.2021

Ms. Afreen  
D/o-Ashraf Khan  
Panju Sarai, Sambhal,  
Dist-Sambhal  
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**Subject: Appointment to the post of Lecturer in MIT College of Pharmacy at Moradabad.**

Kindly refer to your application for the post of Lecturer in MIT College of Pharmacy and subsequent interview held on 27.11.2021.

I am directed to inform you that you are hereby offered appointment to the post of Lecturer in MIT College of Pharmacy. The terms and conditions of your appointment are as mentioned below:-

1. The appointment is initially for one year which can be extended in steps of six months / one year as assessed by Internal Assessment Committee.
2. Your salary shall be Rs. 24,000/- p.m. consolidated (Rupees twenty five thousand only).
3. **Service Conditions:**
  - (i) You will be governed by service conditions as per Institute Byelaws, framed from time to time. You are required to abide by the Rules & Regulations of the Institute/AKTU/AICTE/PCI, as applicable.
  - (ii) You shall not indulge in any tuition / coaching / any employment outside the Institute.
  - (iii) You will carry out such duties as assigned by Institute Authorities.
  - (iv) You will be entitled for annual increment as per Institute norms as assessed and recommended by an Internal Assessment Committee.
  - (v) You will be eligible for regular appointment in the pay scale and corresponding allowances as per Institute norms for regular employees, after you are selected by the selection committee constituted as per AICTE /affiliating University norms.
  - (vi) Your first month pay and allowances will be retained as security with the Institute and will be payable only after completion of one year service.

#### 4. Termination and resignation:

MIT Campus, Ram Ganga Vihar, Phase-2, Moradabad-244001

Tel: 8591-2452413; Fax: 2452207; E-Mail: mitpharmacymoradabad@gmail.com; Website: www.mitcop.com



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- a) In case your service is unsatisfactory, or you are being found guilty of misconduct, violation of the code of conduct and discipline of the Institute or any of the conditions of the Bye laws of the Institute and in case your services are not required due to reasons beyond the control of the Management, your services can be terminated forthwith without any notice or compensation.
  - b) In case, you resign from the service, you will be required to give one month's notice or pay one month's salary in lieu thereof. You may be relieved by the Management within one month as per the Institute Bye laws. Further if the notice of resignation is given between months of May to August, the Management may relieve you at any time depending upon the requirement of the institute and may not pay any salary for the period served by you during these months. Further if you resign during semester you may be relieved at the end of the semester.
5. **Vacations:** You will be entitled for summer / winter vacations and other leaves as per the Institute bye laws.
6. **Medical Certificate:**  
You are required to submit a medical certificate of fitness from a medical officer not below the rank of Chief Medical Officer.
7. **Travelling Allowance:**  
No travelling allowance will be paid for joining or relinquishing the post.
8. **General:**  
Please bring all your original credentials at the time of joining along with one photocopy each and two passport size photographs.

Registrar

MITGI

**Copy to:-**

Director, MITCOP

Accounts Section

Personal File

### ACKNOWLEDGEMENT

I, .....hereby accept the offer of appointment and related service conditions.

Signature: .....

Name: .....

Address: .....

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