



To

Date: 15/03/2022

Dr. Sanjay Kumar Yadav S/o Shri Kameshwer Singh Yadav
ILN 06, Gajraj Nagar Billi Dalla Road Obra
Sonbhadra UP - 231219

ASSOCIATE
Subject: Appointment as ~~Asst.~~ Professor

Dear Dr. Sanjay Yadav Ji,

In response to your request followed by the interview/discussion seeking an Asst professor position in the department Pharmacy, we are pleased to appoint you on probation on a consolidated salary inclusive of all entitlement of Rs. 50,000/- as agreed by you.

Your services will be governed as per rules and regulations, and under taking giving by you to the institution and other terms and conditions will be as follows:

- (i) Your services are fixed on contract 15/03/2022 to 24/03/2023.
- (ii) During one year probation service period, the management reserves the right to terminate your service without giving any reason by giving one month's notice or by paying one month's salary.
- (iii) If you are found absent from duty for 8 days without obtaining prior permission in writing of the Management or if you proceed on leave without obtaining prior permission or over-stay the sanctioned leave without first getting it sanctioned, then your services shall be liable to be terminated without any further reference/notice to you.
- (iv) In case of any change of your telephone number, address during the course of employment, it will be your duty to intimate such changes to the Management in writing immediately same day you and have the same recorded with the management. All communications sent to you by the Management at the given address will be deemed to have been received by you. You will receive any communication as and when delivered to him/her personally and sign the copy of the same.
- (v) You will not leave the organization in the mid-semester as it will lead to academic loss of the students.
- (vi) You will be required to carry out all the duties of the post and also other academic and administrative work that would be entrusted to you from time to time. In addition to your regular duties you may be assigned any other secondary duty in the interest of the institution.
- (vii) In case you want to leave the job, two months prior notice to the management will be required or you will have to deposit two month's salary. But not leave in mid Semester. However, it is the prerogative of the management to accept resignation and relieve you within the period of notice any day by paying salary upto that date of work done.
- (viii) You will not be allowed to accept any other remunerative / non-remunerative work while in service.
- (ix) You are required to obtain no objection certificate from the institution for applying any outside job or for higher studies.
- (x) Your job is transferable in our group.

- (xi) You will conduct yourself with a high standard of dignity, discipline morale and professional standards in and outside your place of work in order to ensure respect in society and among students.
- (xii) In case you are found guilty of misconduct or violation of any of the condition of appointment including and discipline of the institute, your services can be terminated with immediate effect without any notice or compensation in lieu thereof.
- (xiii) You know your last date of working is 24/03/2023 you will leave the job NO NOTICE will be given to you by management.
- (xiv) You will be retired on attaining the age of 58 years notice not necessary.
- (xv) You will not communicate in electronic mail/SMS for any official communication. Only hard copy will be used for correspondence.
- (xvi) You will be required to abide by the rules and regulations of this institute as enforced from time to time.

For United College of Engineering & Research

A. Chinnappa

I understand and accept the offer and conditions of employment as described in this letter and received the letter

Signature

Name:-

Father's Name

Address:

Contact No.:

Email ID: