



# HARSHA INSTITUTE OF PHARMACY

Approved by Pharmacy Council of India, New Delhi & Affiliated to AKTU/BTE, Lucknow

Itaunja, Sitapur Road, Lucknow-226203

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AKTU Code : 1027

BTE Code : 2753

Ref. No. HIP/2022/AL/006

Date : 14/06/2022

**Ms. Sheema Khanam**

Address: D/O- Mr. Suhail Khan

529D/1/2390, Pragati Vihar, Kalyanpur, Vikas Nagar

Lucknow, Uttar Pradesh. 226222

## APPOINTMENT LETTER: ASSISTANT PROFESSOR

1. Welcome to HIP family.
2. We are pleased to offer you the post of **Assistant Professor** in the Harsha Institute of Pharmacy, Lucknow (HIP) on the following terms and conditions.
  - (a) Your appointment is for an initial period of six months with effect from the date you assume charge subject to extension based on performance. You will be reporting to Director, HIP.
  - (b) You will be on probation for six months from the date of joining and your performance will be reviewed for continuation thereafter. Continuation after the expiry of probation period will be subjected to your continued satisfactory performance and will be informed in writing.
  - (c) The appointment may be terminated on a month's notice from either side. It is mandatory to serve notice of minimum one month in case you wish to resign at your own will or due to any compulsion.
  - (d) You will be responsible for safekeeping of files, documents and office assets and return in good condition of all equipment under your custody.
  - (e) You will be bound by the rules and regulations of the Institute and maintain complete discipline in the organization.
  - (f) Please note that you may be called upon to perform any other duty on holiday or at odd hours in the interest of the Institute as exigency of service. There will be compensatory leave for any performed extra duties.
  - (g) While in service with HIP, you will not engage yourself in any other job outside not act as an agent of any product or Institution/company other than HIP.
3. Your immediate duties & responsibilities will be communicated to you on joining. You will also be assigned from time to time other academic and non-academic responsibilities i.e. Member or Incharge of different committees.
4. You shall be paid basic salary as per 6<sup>th</sup> pay commission Rs. 21600/- + other allowances with annual increment as per norms. All other facilities may be provided such as accommodations, electricity and food etc. on your demand and the deduction will be made as per norms from your salary.

5. You are required to submit following documents:
  - (a) Identity proof (Passport, Voter Identity Card, PAN)
  - (b) Aadhar Card
  - (c) Four Passport Size Photographs
  - (d) Two copies of Qualification Certificates (Degree, Marksheets)
  - (e) Experience Certificate (if any)
  - (f) Salary Certificate from past employer (if any)
6. We look forward to a fruitful and meaningful tenure. Wish you a happy and successful inning at HIP.
7. If you accept the terms and conditions mentioned above, please sign the declaration and return the duplicate copy to us. The original shall be retained by you.

  
15/06/2022  
**DIRECTOR**  
**HIP**

I accept the above conditions and agree to join on the term and condition contained in this letter as also in the employee information Booklet.

*Sheena Khanam*

Signature of Employee-

Date: 14/06/2022