

APPOINTMENT LETTER

To,

Mr. Shahbaz Khan
S/o Mr. Usman Khan
H.No. 7, Madak Khana
Jhansi, (U.P.) 284 001

Sir,

On the recommendation of Chairman of the society and selection committee members, you have been appointed as Lecturer in Smt. Vidyawati College of Pharmacy, Jhansi. Your consolidated salary will be ₹ 21,600/- per month.

The other terms and condition of your appointment letter shall also be as under: -

1. You will most diligently and faithfully carry out all the work assigned to you by the authority from time on time.
2. In respect of leave and all other matter, you will be governed by the rules & regulations of the Institute, as amended from time to time.
3. You will be on probation for two years, which may be extended for such period(s) as deemed fit in the interest of the Institute if your work is not found to be satisfactory. Unless confirmed in writing you will be deemed as probationer after the expiry of the above-mentioned probation or the extended period of probation.
4. You will strictly observe punctuality.
5. That you will employ yourself efficiently and diligently to the best of your ability and will devote your whole time to the work of institute. Further, you will not engage yourself directly or indirectly either honorary or remuneration basis towards any services, trade vocation or occupation (including an agency or any kind of advisory service).
6. There will be 12 Casual leaves per year and as per annual leave circular dispensed from time to time. Before proceeding on leaves, you will have to apply to the appropriate authority and seek the prior sanction of leave. Similarly, for extension of leave, an application will be made in writing in advance so as to reach positively before the expiry of leave originally granted. Mere submission of application will not mean that the leave has been sanctioned.
7. You will be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, holidays or any other matter relating to service condition which will be deemed as rules, regulations and orders in the part of these terms of employment.
8. Increments, promotion and demotion depend on the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, performance, discipline, loyalty and good behaviour and also subject to prosperity.
9. For seeking employment elsewhere, you are required to obtain No objection certificate (N.O.C) from the management authority. If at any time it comes to the notice of the authorities of the institute that you have applied for a job elsewhere directly without

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obtaining NOC your services are liable to be terminated without any notice or salary in lieu thereof.

10. In the event you intend to leave our employment, you will be required to give notice of three month's or salary in lieu of such notice, similarly if we desire to terminate your services for any reason, whatsoever, we will be free to do so after giving you one month's notice, in writing or salary in lieu of such notice.
11. You shall not divulge or disclose the information or the affair or transaction which may come to your knowledge during the course of your employment with the institute otherwise suitable legal action will be taken.
12. You will help in the academic activities and development of the institute.
13. Your duties are to look after all the matters of the laboratory assigned and work in accordance with the authorities.
14. You will help in maintaining and promoting discipline, decorum in the institute campus.
15. You will participate & perform all related duties with the examination, industrial tours etc. as assigned to you time to time.
16. You will help in promoting student's academic activity, culture & physical development.
17. Your one-month salary will be kept as security deposit by the institute, deducting in three installments i.e. in three consecutive months, which shall be released after completion of probation period or in writing at the discretion of the management committee, in lieu of serving the institute as per above norms and leaves as per the terms mentioned above.

The appointment will be effective from the date of joining which should not be later than 90 days from the issue of the letter. You should bring all the certificates & testimonials in original for verification. In case you are unable to join the college in time, then send your acceptance immediately, failing which your appointment will be treated as cancelled.


Manas Mishra
Secretary


Checked by

DECLARATION

I Mr. Shahbaz Khan S/o Mr. Usman Khan R/o H.No. 7, Madak Khana, Jhansi, (U.P.) 284 001 have read and understood all the terms and conditions mentioned and undertake to abide by the same.

Place: Jhansi
Date:


(Shahbaz Khan)

Copy to
1. Personal File
2. Finance department