



Aryan college of pharmacy

PCI Codo : 2858
BTE Codo : 1307

Approved by PCI, New Delhi, Affiliated to BTE, Lucknow, U.P.

Mr. Nirpeksh Singh Tomer
ED-29, Preet Vihar
Hapur

Ref. No.: PCI/Appointment/2022/10
Date: 11 April, 2022

APPOINTMENT LETTER

Dear Tomer

With reference to your application and subsequent interview held, we are pleased to appoint you as a Principal at Aryan College of Pharmacy, Ghaziabad, with effect from the date of 11.04.2022. This is a contract appointment for a period of one year, which can be extended depending upon your performance to the satisfaction of the Management and the pay may be fixed accordingly, with mutual consent. Following conditions shall hold:

1. You will be paid a pay scale of 15600-39100 as approved by administrative council. You will be entitled to further increment annually based on your performance.
2. Either side can terminate the services without assigning any reason on a notice of one month or salary in lieu of the notice. The decision whether to accept a month notice or deduct a month salary in-lieu shall be that of Management. You have to submit a NO DUES certificate from all the Departments/ Sections/ Library/ Computer Center of the College for getting the relieving orders. However you are not to leave in the middle of the semester. No leave is admissible during the notice period even if your entitled leave is unused.
3. You will report to and work as per the instructions of the Principal through your HOD. You will be required to sign in the attendance register every day failing which you will be treated as absent and will loose salary for that day. You will also abide by all Rules and Regulations of the College as approved by the Management from time to time. You will treat ail important & secret information concerning the affairs of the Institute as confidential.
4. You will be coming for work as per the Institute timings. However these timings may vary as per the requirement of the Institute, which shall be communicated through circulars/notices on notice boards.
5. Besides your primary duty you may be required to perform other duties in addition in the interest of the Institute. No compensation shall be made for such duties.
6. The deductions from your salary towards the PPF and income tax will be made as per rules.
7. Leave is a privilege and NOT A RIGHT. You will be entitled to leave as per the leave rules of the Institute notified from time to time.
8. Upon severance of relationship for one reason or other, you will handover to the Principal all papers and documents relating to the affairs of the Institute which may at that time be in your possession and you will not retain any copies or extracts there from.
9. You are being appointed as a full time employee of the Institute, and therefore, you shall not undertake any other educational or organizational assignment either on honorary basis or otherwise without the written permission of the Management.

You are requested to send your acknowledgment and consent at the earliest.

With best wishes,

Yours truly,

Director General