

# PARMARTH COLLEGE OF PHARMACY

(Approved by PCI, Delhi and Affiliated by AKTU & BTE, Lucknow)

NH-24, Hapur Bypass, HAPUR-245101 (U.P)

E-mail- info.parmarth@gmail.com

Ref No. PCOP/26/055

Date 29/11/2021

## APPOINTMENT LETTER

Date of Joining: -02-09-2021

To,

Ms. Anjali Singh  
Ghaziabad (UP)

Ph: 9871461337

Refer your application for the post of Associate Professor in Parmarth College of Pharmacy, Hapur (UP) and subsequent interview held on 14/8/2021

We are happy to inform you that your candidature has been selected for appointment for the post of Associate Professor

**The terms and condition for your appointment are follows:**

- (a) Your appointment will be subject to a probationary period of 12 months. An official confirmation of your appointment will be notified to you in writing.
- (b) You agree to be bound by and faithfully observe and abide by all the rules and regulations or guidelines of the College (including, but not limited to, any office procedural manuals and any confidentiality of information policies or procedures) which are in effect from time to time which are brought to your notice or of which you should be aware. While a breach of any of the rules or regulations of the College may be cause for discipline up to and including discharge, you should be aware that protection of the College's confidential information is extremely important to the success of the College Name and, consequently, Any breach of the confidentiality of information policies or procedures which are in effect from time to time will be cause for severe discipline and/or termination of employment for cause and indemnification of loss.
- (c) As required your duties & responsibilities you will be required to follow the College standing order as amended from time to time.
- (d) You will be strictly work only for the College and not accept part-time job any were either the during college hours or after, failing which you will be held guilty of misconduct and which breach trust resulting in discussion from services without notice.
- (e) The address given by you at the time of appointment or such other changes of address with you will be informed to the management for updating the personal file.
- (f) Your leave shall be governed as per the (HR policy of the College) as amended from time to time. Absence for six days continuously without sanctioning the leave should be losing right for the jobs and same shall be automatically come to end without prior notice.

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- (g) You shall not at any time during or after your employment term with the College reveal any of the affairs or secrets of the College to any other person(s) nor use or attempt to use any information which you may acquire in the course of your employment in any manner which may injure or cause loss to the College.
- (h) In case you wish to leave the service in any stage, you are entitled to do so only at the end of each semester by serving one month written notice. In case, you fail to do so then you shall be liable pay amount equivalent to one month/s salary and College shall be at liberty to take legal recourse.
- (i) The College shall be at liberty at any summarily terminate the service of the employee if:-
- she/he is guilty of misconduct;
  - she/he is negligent in the discharge of her/his duties; or
  - She/he being absent or being unable to perform her/his duties without any prior approval from HOD/ Principal.
- (j) If your services are terminated due to any reason mentioned in Para (i) above, then college will not be liable to pay your any outstanding dues and if necessitated then you shall be liable to face appropriate legal recourse.

Upon resignation or termination of service, you shall deliver to the person in charge all documents in your possession which belongs to the College.

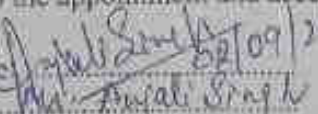
To avoid any doubt, it is hereby declared that the property and all such documents used in the course of your work belong to the College.

If you are agreeable to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Yours sincerely,

  
Human Resource Manager  
Parmarth College of Pharmacy  
Hapur

I agree to the appointment and accept the above terms and conditions of service.

Signature: 

Name: Anjali Singh

Date: 02/09/2021