



FUTURE INSTITUTE OF PHARMACY

FIP/AP/2023-22/AP/11

Date: 13/12/2021

To,
Ms. Ankita Singh Dhakrey
D/O Mr. Pravendra Singh Dhakrey
H.No. - 181, VIII: Kundol, Fathshabad,
Agra, Uttar Pradesh (283111)

Sub.: Appointment Letter

Mam,

This is with reference to your qualification, application and subsequent interview / discussion with us, we are pleased to offer you the post of Assistant Professor in Future Institute of Pharmacy, Bareilly with the following Terms & Conditions:

1. That you will be appointed initially on probation for a period of 2 years on Temporary full time Basis w.e.f. the date of joining. Based on performance, you shall be considered for Extension. However, management of the Institute reserves the right not to extend the period of service.
2. That you will receive Consolidated Salary Rs. 23000/-Per month (Twenty Three Thousand Only) inclusive of all in pay scale of 15600-39100. Your Salary/CTC will be as per the details below :

S. No	HEAD	Amount (In Rs.)
1	Basic Salary	20500.00
2	Other Special Allowances	2500.00
	TOTAL	23000.00

3. That you will produce all original academic, registration and other testimonials for verification purpose.
4. That you will submit the certificate of medical fitness from CMO.
5. That you will be considered for other benefits as per the rules of the organization.
6. That you can resign the services with one month prior notice. However, in case of any gross indiscipline / unethical practices and unsatisfactory work to the authority, your services may be terminated summarily without any notice by the Management.
7. On the termination of your employment for whatever reason, you will return to Future Institute of Pharmacy, Bareilly all property, documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or the affairs of Future Institute of Pharmacy, Bareilly That you will not undertake any part time / full time assignment, which may be of competitive nature or otherwise without informing the undersigned / written permission from the undersigned.



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8. That you will not undertake any part time / full time assignment, which may be of competitive nature or otherwise without informing the undersigned / written permission from the undersigned.
9. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of **Future Institute of Pharmacy, Bareilly**. For the purposes of this clause 'Confidential Information' means any information about **Future Institute of Pharmacy, Bareilly** which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, employment policies, personnel, and information about **Future Institute of Pharmacy, Bareilly** processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
10. At no time, will you remove any Confidential Information from the office without permission.
11. That your services will be governed by the Rules & Regulations **Future Institute of Pharmacy, Bareilly** applicable upon you.
12. If above terms & conditions are acceptable to you, you are requested to acknowledge the copy of this letter of appointment and submit your joining report at the time of joining.

Thanking you.

Copy to:
1) Principal
2) A/C Section / HR Dept.
3) Office File



(Dr. Akhtar Husain)
Registrar
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