

Ref: PPT/AL/2022-23

04/04/2022

LETTER OF APPOINTMENT

To,
Mr. Shrawan Vaj
110/18, Bhandarkhanna,
Ward 12, Dewadwarh,
Gwalior,
Uttar Pradesh-271015

Sub: Appointment for the post of Lecturer

With reference to your application and subsequent interview, I am pleased to inform you that you are hereby appointed to the full time post of Lecturer (Pharmacy) in the Department of Pharmacy in Pranveer Singh Institute of Technology, Kanpur on basic Pay of Rs.11,000/- with ACP Rs.1000/- per month in the new Pay Scale of Rs.15,000-19,100 w.e.f. 04/04/2022.

1. The appointment is subjected to the general Terms and Conditions of service applicable to the college employees in force and as amended from time to time.
2. You will be on probation for a period of at least one year from the date of your joining. During the tenure of the probation period, based upon the nature of performance, the Management reserves the right to terminate this appointment without giving any notice or assigning any reason whatsoever.
3. You are required to join your duties immediately. Your appointment will be effective from the date of joining.
4. You must follow and adhere to the Service Rules, Terms & Conditions, other Rules, Regulations and Systems of the Institute and work in accordance with the same and should keep the affairs of the Institute strictly confidential.
5. In addition to the teaching assignments entrusted to you, you shall also be responsible to perform duties related to Co-curricular, Extra-curricular activities as assigned by the Management/Institute from time to time.
6. The appointment and its continuance will be subjected to your physical & mental fitness.
7. You will devote your valuable full time attention and ability in the interest of the Institute and shall not undertake any direct/indirect business or any other work, honorary or remunerative, except with the written permission of the Institute.
8. You will be strictly prohibited from undertaking private tutoring/coaching etc.
9. The regularization of your services will be subjected to satisfactory performance. Post regularization of your services and in case of resignation from the services during the non-academic period, either you will be at liberty to terminate appointment by giving one month's notice in writing to the other party or to pay a fine thereof.

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10. During the course of your training and development as well as your engagement with the Institution Society, if you come to know or possess confidential information/knowledge including trade secrets and the Institution Society's confidential business, marketing and publishing strategies the same shall not be used by you except in the interest of the Institution Society.
11. The relationship between the Institution Society and you being employer-employee is entirely governed by the terms of this Appointment letter and no statute or awards or any other instruments shall govern the same.
12. After completion of one year of service, you may be entitled for an annual increment which shall be subjected to satisfactory performance, conduct and a good report thereof from the concerned Head of Department.
13. You will be eligible for leave of different types as per rules of the Institution applicable from time to time.
14. You shall hold yourself in readiness for any kind of training at any place or places whenever required.
15. You will not be allowed to leave the job or resign during the continuation of span of academic classes of students, however, in case of resignation from the services during the span of academic classes, Management reserves the right to recover salary of one month.
16. You are strictly required to keep the conversing distance on a daily basis, between the staff Messaged accommodation and the hostels, to within 20 kilometers radius of the Institute campus, in pursuance of the safety, well-being and efficiency of your good will.
17. Breach of any of the above conditions will render you liable for termination without any notice. The appointment will also be liable for termination without any notice or pay in lieu thereof on the following grounds:
 - a) The Management feels that the particulars supplied by you either in the application form or at the time of interview, are incorrect.
 - b) The Management feels that you are guilty of misconduct, wilful negligence, disobedience, misappropriation, insubordination, breach of contract of the appointment letter and acts of the similar nature.
18. You are required to submit the following documents at the time of your joining:
 - a) Copy of Matriculation from Class 10th onwards.
 - b) Copy of Degree / Professional Course.
 - c) Salary certificate / statement of last salary drawn.
 - d) Relieving certificate issued by the previous employer.
 - e) Two colour 22 size photographs.
 - f) PAN card.
 - g) Passport size.

For Professor Singh Institute of Technology


 Chairman