

PEOPLE EDUCATIONAL SOCIETY

Dr. Rajat Agrawal
M.B.B.S. M.S. (Ortho.)
Secretary

Agrawal Orthopaedic Hospital
Jubilee Road, Gorakhpur-273001
Ph. No. 0551-2333102, 3205261
Email : agrawalram@hotmail.com
Website : aohospital.org

Ref. No. : PES/Gkp./Appoint./2019/

Dated : May 15, 2019

Dear Dr. Asheesh Kumar Singh

Letter of Appointment

Thank you for your application and the personal interview you had with us. We congratulate you on your selection to join us as Director in Buddha Institute of Pharmacy. You are advised to join on or before 15.06.2019.

The terms and conditions of your employment with us shall be as follows:

- i. **Probation Period:** You will be on probation for a period of two years (till 31/07/2021) for the academic session 2019-20 & 2020-21. During this probation period the management reserves the right to terminate your appointment without serving the one month notice period, if your performance is found not satisfactory.
- ii. **Confirmation of Appointment:** On completion of the said probation period you will have to appear before a regular selection committee for confirmation/extension of your appointment, whenever it is held. On the recommendation of the committee your employment shall be extended / continued for the next two years.
- iii. **Compensation:** You will be drawing a consolidated salary of Rs. 1,00,000/- per month from the date of joining in the Institute.
- iv. **Service Agreement:** After confirmation of your appointment you will be required to serve the institution one full semester and cannot quit during the ongoing semester. Resigning / leaving the position in mid semester is generally not permitted in the interest of academics. You are allowed to tender resignation in the month of May and December only when academic classes are over and institute gets sufficient time to arrange new staff/ faculty. Resignation in any other month than mentioned will lead to the suspension of salary and experience letter unless proper reason is provided for such sudden resignation.
- v. **Notice Period:** After confirmation of appointment your employment is terminable by either party giving 30 days' notice. The institute reserves the right to pay or recover a month's salary in lieu of such notice period.
- vi. **Termination of Service due to Indiscipline:** During your service if you are found working against the interest of the institute or your any act tarnishes the reputation of the institute or you are found misbehaving with any member of the management or any of the authorities of the institute or your behavior is inappropriate / unethical / immoral or you are found deliberately avoiding or delaying any assigned work, then under such conditions or circumstances your services from the institute shall be terminated immediately. For such termination of service only you shall be held responsible. In case of such termination of service, any dispute arising thereof shall be subject to the jurisdiction of the institute and be resolved accordingly and the case shall not be considered elsewhere.
- vii. **Work schedule:** You will be required to observe the working hours that the role and responsibilities assigned to you may demand. Good conduct, punctuality, dedication & discipline are expected during your service in the Institute.
- viii. **Involvement:** Your position with us is a full time employment and you will work exclusively for the purpose of the Institution. Any other external paid assignment within or beyond the institute hours is not permitted. Besides normal teaching, you may be allotted duties & responsibilities befitting to your position in the larger interest of the institute as may be decided upon by the Management / Director General / Director from time to time.

Registration No. 1164/2004-2005

Registered Office : Agrawal Orthopaedic Hospital, Jubilee Road, Gorakhpur, (U.P.) 273001

Phone : 91-0551-2333102, 2349789

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- ix. **Confidentiality** : You will not, at any time without the consent of the competent authority, disclose or divulge or make public except under legal obligations, any information about the institution's affairs, administration, processes or research carried out which may be confided in you or become known to you in the course of your service or otherwise.
- x. **Veracity of the Previous Record**: If any of the declarations / testimonies produced by you to the institution at the time of joining or during your employment with us, proves to be false, your services will be liable for termination without any notice.
- xi. **Parting** : On termination of service agreement, you will be liable to give to the institution all the correspondence, specifications, books, literature, drawings, equipment and other material belonging to the institution, and produce necessary no dues certificates before being relieved or settlement of dues done. Immediately after serving notice of termination of services you shall hand over charge to your immediate superior or any other person designated for that purpose.
- xii. **Others**: The terms and conditions of employment including those mentioned above are subject to and will be governed by the rules and regulations of the institution as enforceable from time to time.
- xiii. **Acceptance of the terms of Employment**: Your appointment is affirmed only if you have read and clearly understood all the terms & conditions of the employment mentioned here in the clause (i) to clause (xii)

You would be required to submit the photocopy of relevant documents / testimonials at the time of joining.

On joining duty you may report to the Secretary. You may please sign and return a copy of this letter in token of your understanding and acceptance of the above terms and conditions.

Welcoming you to the PES family we wish you a rewarding career with us.

Sincerely yours,


Dr. Rajat Agarwal
Secretary

For People Educational Society

President/Secretary

I have read in full the terms and conditions of my appointment as elicited above and give my signature here in agreement with acceptance of the same.

Name: Dr. Asheesh Kumar Singh

Signature:

With date