



Appointment Letter

Ref.No.: SDGI/Appointment/435

Dated: 01/08/2022

To

Ms. Supriya Singh
963, Vikas Nagar, Vishwanath Puram,
Budaun Roadm Bareilly, U.P.-243001

Dear Sir/Madam,

In continuation of our offer letter and your joining report dated 01/08/2022, it is to inform that your joining to the post of Assistant Professor in the Sunder Deep Pharmacy College on the consolidated salary of Rs. 26,000/-p.m. (including Basic pay, DA, HRA, and all other special and miscellaneous allowance) has been accepted on the following terms and conditions :-

1. The appointment is based on the understanding that all the information furnished by you is correct, true and complete. If any information is found to be incorrect/false at any stage, the institute shall have the right to withdraw/cancel this appointment/terminate your service without notice and without any compensation.
2. You will be on a probation for a period of two years from the date of your joining which can be extended based on the evaluation of your performance and contribution in scholastic and co-scholastic areas and will continue on probation till a formal letter to this offer i.e. letter of confirmation will be issued in writing on satisfactory completion of the probation by the committee. During the period of probation or during extended duration of probation, your services can be discharged/ terminated without assigning any reason.
3. A notice of one month (30 working days including Sundays and gazetted holidays) during Non-Academic period and three months (90 working days including Sundays and gazetted holidays during Academic period) or salary in lieu thereof shall be required to be served / paid at the time of resignation. Further, resignation will be accepted only after obtaining NOC from various departments like Library, Accounts, Director concerned etc. Relieving shall be done only after the charge has been handed over formally to substitute assigned by the Director. In case the above procedure is not followed, your services may

be terminated without any claim and Institution will have the right to recover damages/loss, if any.

4. The Institution reserves a right to claim the amount to be deposited in lieu of notice period by way of deduction from salary or through legal course.
5. Academic Period and Non Academic period is mentioned as under-
Academic Period - ODD Semester : 1st August to 30th November
EVEN Semester : 16th January to 15th May
Non- Academic Period - ODD Semester : 1st December to 15th January
EVEN Semester : 16th May to 31st July

These may be changed due to change in the University calender or any other unforeseen circumstances/ exigency.

6. Any absence from duty without prior written approval will be treated as Leave Without Pay except leave on medical ground which has to be accompanied by a medical certificate.
7. The payment of your salary will be subject to the statutory deductions like Income-tax, E.P.F, E.S.I.C.etc, as applicable.
8. Your services are liable to be transferred from one Institution to another depending on the requirement.
9. You will be responsible for the safe custody of the attendance registers, books, and other documents/ articles entrusted to your custody. Damage ,or loss, if any may be recovered from your salary besides initiating appropriate disciplinary action.
10. Confirmation and continuation of appointment is subject to your continued medical fitness.
11. You will be governed by the rules and regulations of SDGI as laid down/amended from time to time.
12. Age of superannuation at SDGI is 60 years.
13. Your services are liable to be discontinued/terminated on account of dishonesty, disobedience, irregularity or misconduct, negligence, damages to the Institution, lack or incompetence in discharging your duties etc. or for any breach of the terms and conditions.
14. In case any dispute arises, District Court of Ghaziabad only shall be Jurisdiction.

If above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as token of the acceptance of the above terms and conditions.

Recommended by-Head HR


Name : Deepak Tyagi

Signature : 

Issuing Authority

Confirmed by - Director

Name : Dr. Shalini Sharma

Signature : 

DECLARATION BY THE EMPLOYEE -

I have received the Appointment Letter and understood the terms & conditions and the service rules etc. I undertake to abide by these. Institution has a right to take appropriate action against me in the event of breach.

Signature of Employee

Name:

Mobile No.: