



Arihant Institute of Pharmacy

Recognized from : All India Council of Technical Education & Pharmacy
Council of India, New Delhi
Affiliated to BTE Lucknow

Run By : Satyagrah Educational Trust

Ref. No. AISO/HR/2022/002

Date: 01/07/2022.

Appointment Letter

To,

Ms. Naina Mathur
D/o Vijay Kumar Mathur
Sector D-1 near Law University, LDA Colony
Utter Pradesh-226012

Subject: Appointment Letter.

With reference to your application and discussion with management committee, the management committee of the institute is pleased to appoint you as "Principal" with effect from 1 July 2022 in the pay scale as per AICTE/UGC norms (total basic pay Rs. 37000/- (level 10), only on the following terms and conditions:

1. You are required to submit the certificate in support of your education, professional qualification, experience, Date of birth, declaration, medical fitness for verification together with one set of copies thereof and one passport size photograph attached at the time of reporting.
2. You will be governed by the rules & regulation including conduct, discipline & administrative orders, and any such rules and/or orders of the institute that may come into force time to time.
3. You are required to devote full time to assigned duties and shall not conduct directly or indirectly any other trade or business whatsoever which is likely interfere with the due & efficient discharge of the institute duties.
4. As per the Income Tax Rules, it is mandatory for all the employees to furnish PERMANENT ACCOUNT NUMBER (PAN) of their employees while filing quarterly TDS return with the Income Tax Department. Hence you are requested to provide you PAN to enable us to process your salary.
5. In case any change in your address, during the course of your service, with the organization, it shall be your duty to intimate the change(s) within a week from the date of such change.
6. We look forward to a fruitful association with you and expect full dedication and commitment from you.
7. In case the above terms & conditions have been understood and acceptable to you, kindly sign the duplicate copy of this letter as token of your acceptance and return the same to undersigned.

With best wishes

For Arihant Institute

Received by 


PRINCIPAL
ARIHANT INSTITUTE OF PHARMACY