

**ISHAN SEWA TRUST***(Through difficulties to honor)*

Head Office : 2/43, Vikrant Khand, Gomtinagar, Lucknow-226010  
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Ref No - 75/SIPCR/Abbt/2022

Date - 05-12-2022

**LETTER OF EMPLOYMENT**

Dear AJAY KUMAR PANDEY,

Congratulations! We are excited to extend you an offer of joining **SHASHI INSTITUTE OF PHARMACEUTICAL SCIENCE AND RESEARCH** on the following terms and conditions.

**1. APPOINTMENT**

- Position: You will be appointed as **LECTURER** of **SHASHI INSTITUTE OF PHARMACEUTICAL SCIENCE AND RESEARCH**
- You shall perform such duties as may from time to time be assigned to you and shall comply with all reasonable directions by the Management

**2. COMMENCEMENT DATE**

- The official commencement date of your employment would be 10/12/2022

**3. WORKING HOURS**

- Monday to Saturday: 10.00 am - 5.00 pm.
- However, you may be required to work such additional hours as are necessary to meet the requirement of institution and other higher echelons.
- Moreover, the employees who would be residing in the campus would be required to take library classes in the evening on rolling basis

**4. PAYMENT TERMS**

- Pay Band to which you are entitled:

Pay Scale			
Designation	Pay Band	Grade Pay (AGP)	Special Allowance
Lecturer	15600 - 39100/-	5400/-	

- Salary payment will be credited to your savings account by 10<sup>th</sup> of every month.

**5. SEPARATION**

- Following conditions apply

- This Contract of Employment is subject to termination by giving a notice of **TWO MONTHS** from employee side and a notice of **15 days** from employer's side
- Institute holds the right to terminate the employment without giving any notice but in that case Institute will provide 15 days advance salary to you.
- In case employee decides to go without completing the notice period of 2 months then he/she is liable to pay the compensation amount equal to his/her salary of the 2 months to the Institute. Failure of compensating the institute will attract legal actions of strictest manner.

## 6. LEAVE

- You will be entitled to **14 Casual Leaves per annum** subject to prior approval by the Institution.
- Such leaves are credited from the very 1<sup>st</sup> day of a New Year as per Gregorian Calendar and leaves of new employees will be calculated on the basis of their date of joining (e.g. an employee joining in July will only have 6 leave left before the end of year)
- Apart from this, you will also get a leave on each **Gazetted Holidays**.
- Moreover, there are certain conditions regarding leave granting procedure: -
  - Employee is allowed to take only **1 leave in a month** and taking more than that will attract subsequent deductions in the salary
  - Employee will become eligible to take more than 1 leave in a month provided
    - He/She has completed a minimum of 6 months of employment at Institute (Maximum leave that can be granted in a month would be 7, subject to availability of leaves)
  - Employee can take all the 14 leaves in one go provided they have completed a minimum employment duration of 12 months. However, this is also subjected to availability of leaves

## 7. INSTITUTIONS' INFRASTRUCTURE USAGE & CODE OF CONDUCT

- All the employees are expected to use the facilities with due care and any indiscipline regarding the same will be dealt in a way as may be deemed fit by the institute
- Office attire will be Formal Shirt, Trouser & Shoes for Male employees and Salwar Suit/ Saree for female employees.
- Employee is required to maintain best of hygiene which includes regular shaving (however, an employee can be exempted from shaving if he/she belongs to Muslim or Sikh religious community)

Shashi

Ms. Shashi Yadav

Chairman

Accepted & Agreed

Ajay Pandey  
(Ajay Kumar Pandey)