

Ref. No. JPITR/2023/Appointment/005

Date: 15/08/2023

## Appointment Letter

To,

Ms. Priya Rai  
D/o Subhash Rai  
20257 Saket Nagar Dwarka  
Uttar Pradesh- 204001

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 "Assistant Professor" with effect from 15 Jan 2023 in the pay scale as per AKTEPCI norms, only on the following terms and conditions:

1. You are required to submit the certificate in support of your education, professional qualifications, experience, Date of Birth, declaration, medical fitness for verification together with one set of copies thereof and one passport size photograph for record at the time of reporting.
2. You will be governed by the rules & regulations including conduct, discipline & administration orders, and any such rules and/or order of the Institute that may come into force from 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 to 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 employers while filing quarterly TDS return with the Income Tax Department. Hence you are requested to provide your PAN to enable us to process your salary.
5. In case any change in your address, during the course of your tenure with the organization, it shall be your duty to inform the management 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 J P Institute of Pharmacy & Research, Unnao

