

SUNDER LAL MEMORIAL WELFARE EDUCATIONAL SOCIETY

Reg. Off: 555 KH/392, Anupam Nagar, Manasa Nagar, Bhoja Khera, Alambagh, Lko. U.P-228023
Mob.: 9915361920, 9936782894

From: **सुन्दर लाल मेमोरियल वेलफेयर एजुकेशनल सोसायटी**

Date: **18-04-2015** Date

To: **Mr. Shivraj Kumar**

Subject: Appointment Letter as a Lecturer in Lucknow Institute of Pharmacy, Village - Bar, District - Lucknow

Dear Mr. Madan,

With reference to your application for the post of Lecturer in the above institution and subsequent consent intimation, we are pleased to appoint you as a Lecturer for following terms and conditions:

- You are appointed on a Pay Scale of Lecturer (Pay scale: 15600-35500) you are required to join the Institute at the earliest but not later than two months from the date of issue of this appointment letter or before the commencement of academic session 2022-23 whichever is later.
- You will be governed by the Service and conduct rules of the Institute / Trust Affiliated University/Board/PO enforced from time to time.
- The nature of appointment will be on probation for one year which may be extended up to two years more, if management is not satisfied with the services in the first year. During probation period management reserves the right to terminate the services of the employees without assigning any reason, while the employee must furnish one-month prior notice in case of leaving the job or on expiry of probation period.
- After completion of probationary period, this appointment may be terminated on any reasonable / force majeure reasons, reported or not, thereof.
- In addition to your regular job, you will undertake to participate in and perform such rightful duties that the chairman / Director may assign from time to time like arrangement of work participation in Seminars, conferences and other related as you will discharge your duties diligently and efficiently to the best of your ability and to the satisfaction of management.
- You shall solely serve the Institute and will not seek employment / part time work anywhere else whether partial or otherwise without the prior sanction of the Management.
- All copyrights patents, papers published or discovered / ideas developed by you during your employment shall vest with the Institute.
- You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word or deed or otherwise at any time.
- You shall take care and care in respect of his / Her property, goods or used in your charge and shall render an account of the same when called upon to do so.

(2)

- If at any time in the opinion of the Management which are final in this matter, you are found guilty of dishonesty, disobedience, disorderly behaviour, negligence, and indiscipline, absence from duty without permission or any other conduct considered by the management to be detrimental to the institute, your services will be terminated without assigning any reason. Forthwith, without any notice or one month's salary in lieu thereof. This order will be final and you will have no right to challenge the decision of the management in any court of law.
- If at any time you wish to discontinue the service you shall serve a notice of one month ensuring that your last working day does not fall during mid-session and continue to perform your duty with full sincerity and diligently during this period.
- If at any time you leave the Institute after resignation, the accounts shall be finalized after the submission of no dues certificate and all clearances from concerned departments which have to be submitted by you within 30 days of your date of resignation after which no claims of any sort will be entertained.
- Your appointment is based on the information giving by you in your Bio-data.
- If at any time the information given is found to be incorrect or concealed your service shall be terminated with immediate effect without giving any notice or salary in lieu thereof.
- You shall not leave job during mid-session.
- This offer of the appointment letter is purely temporary subject to approval of State Govt. and affiliating University.

You are requested to report for duties on or before **14-06-2023** and submit the duplicate copy of this letter duly signed by you as acceptance letter of the conditions stipulated in this appointment letter.

Thanking you.

Secretary

Copy to:

- Personal File
- Accounts Department