

File No. : GNIPER/HR/Personnel

Date : 17-09-2022

Ms. Shivani Shrivastava
S.X.13C Sector-110,
Noida
U.P-201301

SUB: APPOINTMENT LETTER

This is with reference to the credentials presented by you and subsequent interview in our office at Greater Noida, the undersigned is hereby directed to inform you that the Management of Greater Noida Institute of Pharmaceutical Education and Research is pleased to appoint you the post of Assistant Professor in Greater Noida Institute of Pharmaceutical Education and Research w.a.f 17-09-2022 Your appointment is subject to the following terms & conditions:

1. Probation Period:

- (i) Initially, you will be on probation for a minimum period of one year from the date of joining. The said period of probation could be further extended for one more year solely at the discretion of the Appointing Authority. You will continue to be on the probation till your approval from the University/Governing Body /PC.
- (ii) During the probation period your performance, discharge of duties and progress will be monitored by the Appointing Authority. If the Appointing Authority observes any problem with your performance or is not satisfied for any other reason then the Appointing Authority shall have the right to terminate your services without assigning any reasons and without any notice period or salary in lieu of the notice period.
- (iii) If your services are found satisfactory at the end of probation period, you will be issued a Letter of Confirmation by the Appointing Authority.

2. Pay

- (i) You would be placed in the Pay Band of Rs. 15,600 – 39,100 + 6000 (Grade Pay) with a gross total Salary of Rs. 39,400/- p.m.

3. Leave

LEAVE IS A PRIVILEGE AND NOT A RIGHT. You will be entitled for leave, as per the service rules and regulations as notified from time to time by the Institute.

4. Medical Fitness

In case, you have any pre-identified medical problem, you are required to inform the Institute immediately. Also you are required to submit your Medical Fitness Certificate at the time of Joining and on 1st week of January of every year of your services.

5. Job Responsibilities and Obligations

- (i) You shall be assigned duties & responsibilities by the Chairman as required by the Institute and the same will also include the tasks assigned by the Management from time to time.
- (ii) Your services will be governed as per rules & regulations, sections and sub-sections and statutes of the Institution. You shall be liable to adhere at all times to all the instructions/ orders/decisions and to carry out all responsibilities, which are specified for the post.

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- (iii) This offer of personal service is valid as per your qualifications and experience as stated by you in your application. If any misinformation is detected at any stage, your services shall be liable to be terminated forthwith without any notice and in that case you will have no right to claim any dues from the Institute.
- (iv) You are expected to update your qualifications as laid down from time to time by PCI or any other statutory body to avail the benefits specified for the post, failing which the Institute shall have right to stop your increments or terminate your services accordingly.
- (v) You will be present in the Institute during the Institute working hours. You may also be required to devote time during off hours/Sundays/Holidays etc. for academic/administrative duties
- (vi) If you absent yourself for more than two days without obtaining the prior approval of the Director, then the Institute shall have the right to take any disciplinary action against you which may lead to termination from the duties without any notice. And in that case, you will have no right to claim any dues from the Institute.
- (vii) The Institute may sponsor you for higher studies after issue of Letter of Confirmation. The condition for sponsoring is that you will have to serve this Institute for a minimum period of 2 years, after attaining the higher degree. In case you fail to abide by this condition, then you will have to deposit money equivalent to a period during which you have availed the study leave.
- (viii) You may undertake projects/consultancy assignments in the name of Institute with prior permission of the Institute. The revenue earned will be on the name of the Institute. You will be given separate payment for the work performed on projects etc., as per consultancy rules of the Institution.

6. Termination of Duties

- (i) After issue of Letter of Confirmation, your services shall be liable to be terminated on one month's notice or salary in lieu thereof, except on disciplinary ground, in which case no such notice or payment in lieu thereof shall be paid by the Institute.
- (ii) In case, you leave / resigned the duties without one month working notice period, then one month salary in lieu thereof will be forfeited.
- (iii) If you leave the Institute without being duly relieved and without obtaining the "No Dues Certificate", then the Institute shall have the right to recover one month salary or take appropriate legal action against you. Also in that case, you are not entitled for issue of Experience Letter. However, in any case you would not be entitled to retain or claim lien on any of the articles/laptops/machines/documents belonging to Institute which may have been issued to you or came into your possession during your association with the Institute and you would be liable to forthwith return the said articles/laptops/machines/documents without being called upon to do so by the Institute.
- (iv) All disputes, if any, shall be subject to the exclusive jurisdiction of the Courts at Gautam Budh Nagar (U.P) within stipulated period provided by Law.

If you agree on above terms & conditions of your employment with the Institute, you are advised to sign the duplicate copy of this letter by giving your consent.

Principal
17/9/22

ACCEPTANCE LETTER

I hereby declare that the above terms & conditions are acceptable to me.

Date : 17/09/2022

Signature of the Employee: _____

Name of the Employee : SHIVAMI SHRIVASTAVA

Shivami