



BTE Code: 4172

# MADHU VACHASPATI INSTITUTE OF PHARMACY

APPROVED BY PCI DELHI AND AFFILIATED WITH BTE LUCKNOW

Rasoolabad Urf Koilaha (Puramuffi) G.T. Road, Kaushambi (U.P.) 212213

Mob.: 9455200467 | E-mail: mvipharmacy@gmail.com

Ref.: .....

Date: .....

Ref. No.: MVIP/FA/2021-22/08

Date: 31/12/2020

Ms. DIKSHA SINGH

Subject: Appointment as an Assistant Professor.

Dear Sir/Madam,

With reference to your application, the management of **Madhu Vachaspati Institute of Pharmacy** is pleased to identify you as an **Assistant Professor** in the department of **Pharmacology** in the pay band of Rs. 15600-39000 with AGP of Rs. 6,000 plus other allowances admissible by the Management. The other terms and conditions of your services are as under:

1. You will be full time employee of the institute. In addition to taking Lecture/Tutorial/Practical classes as assigned to you. Your job responsibility shall include:
  - Students assessment and evaluation;
  - Assisting in R & D services;
  - Developing resource material & laboratory;
  - Organizing co-curricular and extracurricular activities;
  - Assisting in departmental institute/hostel administration and
  - Any work assigned by the Director/Competent Authority.
2. You will be on probation for a period of one year from the date of your joining. The management reserves the right to extend the period of probation if required. On satisfactory completion of your probation, you will be informed in writing for permanent position.
3. You are being appointed as full time employee of the institute; therefore, you will not undertake any other assignment anywhere without specific and written permission of the management.
4. You are expected to maintain highest standard of decorum befitting the position held by you. In the event of any inappropriate behavior (including acts and omissions such as insubordination, riotous behavior, acts of moral turpitude) your services are liable to be terminated without any prior notice.
5. Your services can be terminated by the management by giving one month notice or one month pay in lieu thereof or you could relinquish your services by giving one month written notice or one month pay in lieu thereof.
6. Your services are liable to be terminated for any physical/mental disability rendering you incapable of performing the duties assigned to you.



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Rasoolabad Urf Koilaha (Puramufti) G.T. Road, Kaushambi (U.P.) 212211

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7. As a part of your duty and otherwise, you will come across many confidential matters. You will not divulge the same to any outsider.
8. You are requested to join your duties w.e.f. Friday, the 1<sup>st</sup> of January 2021.

At the time of joining, please bring all the originals of your documents for our verification along with attested photocopies of the same.

I look forward to your joining the institute and have memorable interaction with the institute.

Yours truly,

Chairman

**Acceptance of Offer:** I hereby accord my acceptance to the offer and various terms and conditions specified therein. I shall join my duties on 1<sup>st</sup> of January 2021.

Signature :

Name : Diksha Singh.

Date : 1/1/2021