



KESHAV MADHAV INSTITUTE OF PHARMACY

Dhoommanikpur, Dadri (G. B. Nagar) 203208
Mob. No. 9310225758, 9650050576

Ref. No. K.M.I.P./2023/101/mv

Date 14/07/2023.....

Dr. Rahul Kaushik
Birondi, Greater Noida, G.B.Nagar(U.P.)

Subject - Appointment letter for the post of Principal.

Dear Rahul Kaushik

We are pleased to appoint you as a Principal on the following terms and conditions:-

1. Not with standings any of the clauses of this letter, management can terminate the appointment by giving notice of 2 months. However the management reserves the right to waive of the notice period. That you shall no leave the job before 1 year and during session.
2. You will be governed by the standing general service rule as amended from time to time be bounded by the administrative orders of the institute in force time to time.
3. In addition to your regular job, you will undertake to participate in and perform such rightful duties that the Chairman/Secretary may assign from time to time, like arrangement of participation in seminars, conference and other activities, administrative/ executive function. You will discharge your duties diligently and efficiently to the best of your ability.
4. You shall solely serve the institution and will not seek employment/ part time work anywhere else whether gainful or otherwise without express sanctioned the management
5. On copyrights, Patents, papers published or discoveries/ Ideas developed by you during your employment shall best with the institute and you will be bound to execute all such document as may be necessary to complete such wasting in favor of the institute.
6. You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise, at any time.
7. You shall use every care in respect of institute property, goods or cash in your charge and shall render on account of the same when called upon to do so. You shall however, not be responsible for losses that do not arise from willful neglect of duty or default on your part.
8. Your appointment is based on the information given 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 without notice or salary in lieu thereof.
9. If at any time to wish to discontinue the service you serve shall a notice of one month and continue to perform your duty with full sincerity and diligently during this period.
10. If at any time you leave the institute after resignation the accounts shall be finalized within 30 days after the submission of no dues certificate all clearance.

Please note that notwithstanding anything to the contrary, this contract will be treated as having been concluded at Keshav Madhav Institute of Pharmacy, Dhoom Manikpur, Dadri, Greater Noida District Gautam Budh Nagar(UP) for all purpose.

Your sincerely,


Joint Secretary

(Suresh Chand Sharma)



Dhoom Manikpur-Gautam Budh Nagar

Declaration-I agree to abide by terms and conditions.

Sign. 