



Ref. no. LLEI/APP/2023-24/24

Date: 05/08/2023

## Appointment Letter

To: Mr. Shesh Narayan Sharma

Dear Mr. Shesh Narayan Sharma,

Subject: Appointment for the Post of Lecturer

With reference to your application for employment and subsequent interview you had with us, we are pleased to offer you the position of Lecturer for Pharmacy Department in our organization on the following terms and condition.

- 1) **Date of appointment:** Your appointment is effective from 05/08/2023
- 2) Your remuneration package will be as per PCI Norms.
- 3) **Probationary period:** You will be on probation for a period of Six Months from the date of your joining.
- 4) **Termination:**
  - a) Your services after confirmation can be terminated on three month's notice or either side or salary in lieu thereof. However, no notice will be necessary for termination of services, if the management finds doing anything with damage which against the property, rules and decorum of the institute, governing body of institute terminate without any prior notice.
  - b) If you remain absent without prior permission or overstay the sanctioned leave for more than three consecutive days, you will be deemed to have deserted your service, thereby bringing about termination of your employment with the institution automatically on your own.
  - c) If you remain in sick leave for more than 60 days consecutively, you are liable to be discharged from the employment of the institution due to medical unfitness for your assigned work and duties.
- 5) **After termination service:** On termination of this appointment, you will immediately, give up to the institution all correspondence, specifications, books, documents, data, drawings, effects or rewards and all other properties belonging to the institution or the institution or relating to its business and shall not retain or make copies of these.
- 6) **Confidential Information:** You will at no time without consent of the management disclose or divulge or make any statement or pass on any information of or about the institution except on the legal obligations regarding the institution offers or administration or research carried out, whether the same is confined to your or become known to you in the course of your service or otherwise.



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- 7) **Nature of work:** Your position is a probationary employment with the institution and you shall devote yourself exclusively to the business of the institution. You are not allowed to take up any other work or assignment, part time or otherwise, for remuneration or work in an advisory capacity, or be interested directly or indirectly in any other trade or business offering you employment without permission in writing from the head of the institution.
- 8) **Evaluation and Appraisal:** You will be exposed to periodical evaluation by your superior and the results, performance and contribution will be conveyed to you thereby. Your salary will be revised depending on your performance and evaluation system, which will solely be at the discretion of the management.
- 9) You are governed by all structured rules and regulations of the institution as existing now and as may be amended from time to time.
- 10) You shall communicate to the institution any changes in your permanent address and address of correspondence as well as your personal status. All communications sent to you in the normal course in the address given by you, shall be deemed to have been received by you.
- 11) Any dispute arising out of and /or related to your employment with the institution shall be subject to Azamgarh jurisdiction only.
- 12) **Leave:** The leave cycle is calculated from 1<sup>st</sup> January to 31<sup>st</sup> December. Eligible leave is credited to the employees on 1<sup>st</sup> January every year. 12 days of Casual Leave (CL) in a calendar year, that is 1<sup>st</sup> January to 31<sup>st</sup> December. 15 days paid SL in period of Job before retirement.

Please affix your signature on the duplicate copy of this appointment letter as token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.



With Regards,  
Head, LifeLine Educational Institute.