



GN COLLEGE OF PHARMACY

(A UNIT OF VINAYAK EDUCATION SOCIETY)
M Post No. 04, Knowledge Park - II, Greater Noida (U.P.) 201310

File No. : GNCP/Faculty/01

Date : 17th Sep, 2022

ANIL KUMAR SANDHU
C-90 ALPHA I
GREATER NOIDA

SUB. : **OFFER Letter**

In response to your application and subsequent interview, the undersigned is hereby directed to inform you that the Management of GN College of Pharmacy, Greater Noida, is pleased to offer you the post of **Principal** in the Department of **Pharmacy** w.e.f **19th September, 2022**.

The detailed appointment letter will be issued on date of your joining. In case of not joining the Institute till 20th September, 2022, this offer letter will be cancelled.


You are also informed to bring the following documents at the time of joining the duties :

- (i) One Latest Bio-Data
- (ii) 2 Passport Size Coloured Photographs
- (iii) Self Attested copies of all your Academic Certificates
- (iv) Original Documents of your Academic Certificate & Marksheets for verification
- (v) Copies of your experience letters (as mentioned by you at the time of Appointment)
- (vi) Photocopy of your PAN Card
- (vii) Photocopy of Aadhaar Card
- (viii) Proof of your residence address (Permanent Address)


Registrar

ACCEPTANCE LETTER

Date: 17-09-2022


Signature: _____
Name: Anil Kumar Sandhu
Address: C-90 ALPHA I
GR. NOIDA



VINAYAK EDUCATION SOCIETY

Mobile : 7290056701,9999555561 Telephone No. : 0120-2328060

www.ves.net.in

GNCP/Faculty Personnel/01

Date : 17.09.2022

ANIL KUMAR SAHDEV
C-99/ALPHA I
GREATER NOIDA

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 G N College of Pharmacy, Greater Noida is pleased to appoint you for the post of **Principal** in the Department of Pharmacy w.e.f 19.09.2022. Your appointment is subjected 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.
- (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 than 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 will be paid as per pay Scale 15600-39100 with AGP of Rs.10,000.
- (ii) The Institute shall have the right to increase or reduce your salary at any stage, based on your performance.

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 Principal 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.
- (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 PCUBTE 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) The Institute expects result oriented teaching from you. Result of your students should not be less than 80% in any case, failing which disciplinary action may be taken against you.

- (vi) 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.
- (vii) If you absent yourself for more than two days without obtaining the prior approval of the Principal, 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.
- (viii) 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.
- (ix) 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) 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.
- (iii) 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.


(President)

ACCEPTANCE LETTER

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

Date: 19-09-2012

Signature of the Employee: _____

Name of the Employee: ANIL K K SARDAR