

# PARVATI FOUNDATION (TRUST)

REGD OFF-A-400, OMAX NRI CITY , GREATER NOIDA201310

MT//Faculty/2021/01

Date: 15.06.2022

## APPOINTMENT LETTER

To,

**SUDHIR SAGAR  
MEERUT**

With reference to your application and subsequent interview, you are hereby appointed in **MOTHER TERESA COLLEGE OF PHARMACY** for the Post and Department on the terms and conditions given hereunder:

**Post : DIRECTOR**  
**Department : PHARMACY COLLEGE**

**1. Pay : Your pay & other allowances are given below:**

Basic pay = 16500.00  
House Rent Allowance (HRA) @ 15% = 4500.00

**Total Salary = 20000.00(per month)**

**2. Other Benefits:**

Other benefits such as Provident Fund, Medical Facilities and Conveyance etc. shall be paid as per the Service Rules of the Institute.

**3. Working Days:**

Working Days of the Institute shall be Six days a week.

**4. Leaves:**

Leaves shall be allowed as per the rules of the Institute and shall be in the sole discretion of the Principal of the Institute.

**5. Confidentiality:**

You shall keep all information relating to the affairs of the Institute and its subsidiaries confidential and secret in any and all respects and shall not disclose or divulge or make public any part of such information to anybody or any entity without the prior permission from the Principal of the Institute.

**6. Duties and Responsibilities:**

You will discharge such responsibilities and duties as will be assigned to you by the Institute to the best of your knowledge and abilities in the best interest of the Institute.

**7. Deduction of Income Tax at Source:**

Income Tax at source shall be deducted from salary payable to you for the services rendered to the Institute in accordance with the provisions of the Income Tax Act, 1961, modifications and amendments thereof.

**8. Termination:**

In normal circumstances, you shall not leave the job in the middle of the Semester. However, in case the performance is not found satisfactory, this employment can be terminated by either side by giving one month notice in writing or on payment of one month Salary in lieu thereof.

Please confirm that the above terms and conditions are acceptable to you and that you accept this appointment.

We look forward to your joining the Institute and **“Wish you a successful association with the Institute”**.

Yours truly,

