



MIT COLLEGE OF PHARMACY

N.H. 58, Partapur Bye Pass, Near Subharti Medical University, Ghat Road, Meerut.
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Ref. No. MIT/RO/Appointment/Pharmacy /2022

Dated: 16.09.2022

To,

Mrs. Neelam Singh
Bindu Vihar, Dupahiya Road
Rohta Bypass, Meerut

Sub. : Appointment Letter

Dear,

We are pleased to inform that after the interview you have been identified as a suitable candidate for the post of **Assistant Professor**. Your appointment shall be governed by the following terms and conditions:

1. You shall not leave job during midsession if you do so; you will be liable for disciplinary actions which selection committee deems fit.
2. You will be governed by the standing General Service rules as amended from time to time and shall be bound by the administrative orders of the Institute in force from time to time.
3. In addition to your regular job, you will undertake to participate in and perform such rightful duties that the Chairman / Principal may assign from time to time, like arrangement of and participation in Seminars, Conferences and other activities. You will discharge your duties diligently and efficiently to the best of your ability.
4. You shall solely serve the Institute and will not seek employment / part time work anywhere else whether gainful or otherwise without express sanction of the Management.
5. All copyrights, patents, papers published or discoveries / ideas developed by you during your employment shall vest with 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 an account of the same when called upon to do so.
8. If at any time in the opinion of the Management, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by the management to be detrimental to the interest of the Institute, or by violation of any terms of this letter, your services are liable to be terminated forthwith, without notice or one month's salary in lieu thereof.
9. 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 services shall be terminated with immediate effect without giving any notice or salary in lieu thereof.
10. If at any time you wish to discontinue the service you shall serve a notice of one month ensuring that your last working day does not fall during mid-session and continue to perform your duty with full sincerity and diligently during this period.
11. If at any time you wish to leave the Institute, then after resignation the accounts shall be finalized after the submission of no dues certificate and all clearances from concerned departments which have to be submitted within 10 days of your date of resignation after which no claims of any sort will be entertained.

Please note that not with standing, anything to the contrary; this contract will be treated as having been concluded at Meerut for all purposes. All disputes will be subject to Meerut Jurisdiction only.

Authorized Signatory

