



Est'd 2005

HIMT

COLLEGE OF PHARMACY

(Approved by AICTE/PCI Govt
of India & affiliated to GGS Indraprastha Technical
University (UPETEC, UPRON))

Date: 06/08/2023

Mrs. Zoya Khan
E-189, Fourth Floor
Abul Fazal Enclave Part-II
Jamia Nagar, Okhla
Shaheen Bagh, South East
Delhi-110025

APPOINTMENT LETTER

With reference to your application, interview and the subsequent discussions held with us, we are pleased to appointment you as "Assistant Professor" in HIMT College of Pharmacy in the scale of Rs. 15600-39100/- on the following terms and conditions:-

1. Your appointment will be effective from actual date of joining & initially for a period of two years you will be on probation which may be extended depending on your performance during this period. Your services can be terminated at any time by the institute during the probation period without assigning any reason whatsoever, by giving you a notice of one month or salary in lieu thereof.
2. The total remuneration is payable to you on account of this assignment will be subject to statutory tax and / or statutory contribution enforced by Government of India/concern State Government/other statutory bodies from time to time and you will not be entitled to any other remuneration or benefit. The Management does not assume responsibility of your personal tax affairs, and you tax liability in respect of your remuneration is entirely your responsibility. The management reserves the right to deduct from your remuneration from time to time during the continuance of your employments any seems due from you, including any over payment or advance made to you by the institute or any of its associates.
3. During the continuation of this appointment, if you wish to be relieved at any time, you shall have to give one month's notice in writing or pay one month's salary in lieu thereof provided that you will not resigned in the middle of a session. Similarly, the management shall also be at liberty, to terminate your services at any time without assigning any reason, after giving one month's notice in writing or paying one month's salary in lieu thereof. No leave is admissible during the notice period even if your entitled leave is unused.
4. You shall have to deposit one month's salary as security. It shall be deducted from your salary in 4 monthly instalments. On



completion of your service, this security shall be refunded to you after adjusting the amount, if any, due from you. This amount, however, shall be forfeited if you violate any of the terms & conditions of this appointment or if you infringe upon any of the rules & regulations of the institute.

5. Besides normal holidays in accordance with the norms/policy of the institute, you shall be entitled to 12 days casual leaves in a calendar year on pro-rata basis.
6. You shall be a whole time employee of the institute and shall not engage in any other employment, business & profession and trade whether directly or indirectly. You are expected to devote your energy and efforts towards the affairs of this institute whole heartedly and work honestly and diligently.
7. The institutes expect you to work with high standard of efficiency and integrity. It will be discretion of management to assign you with work. You will be required to do the work, which is allotted to you and which the management thinks you are capable of doing.
8. Your appointment will be subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at any time of your employment. If any particular given by you is in any way found to be inaccurate or misleading or material fact concealed, at any time during your employment then, your employment shall be deemed to be automatically cancelled and your services will be terminated without any notice or compensation. In case of committing any misconduct by you or violation of term/terms of employment or any information in personal data furnished by you being found wrong, false or incorrect, then you will be liable to be instant dismissal/discharge without any notice or notice pay or compensation. In case the management loses trust or faith in you, you can also be discharge by management without assigning any reason and without any notice or compensation. This is without prejudice to the right of the management if it decides to hold domestic enquiry through any senior or outsider for the misconducts committed by you wherein you may take assistance of your co-employee only.
9. During the period of operation of this assignment, in case you abstain from duty without permission for eight days or more, it shall be presumed that you have terminated the contract of employment without prior notice and the management shall have the right to take further action accordingly. Merely sending an application for leave for any period shall not amount sanctioned leave. Prior sanction of leave before proceeding to any type of leave is must.
10. You will not divulge or make known any confidential/secret data, documents, accounts or business dealings of the organization and anything related thereto to any person, group of persons, company,

firm or association etc. You will not publish, directly or indirectly, any information, paper, document or matter of any kind whatsoever relating to the organization or otherwise commit any of the breach of the conditions aforesaid or mentioned in this contractual appointment letter, in which case the management shall be at liberty to claim the damages from you as determined by the management, apart from terminating your services without any notice or any salary in lieu thereof.

11. Apart from maintaining the highest degree of confidentiality of official records, documents and other information related to the institute and use them only as per duly laid down rules/practices to this effect in the interest of the organization, you are not supposed to delete, amend or copy of electronic data, document or any other records pertaining to the institute and share or disclose the same to any non concerned person without prior permission of the authority. It is made clear here that unauthorisedly accessed, downloaded, printed and circulated information about the institute policy, its staff members/students making the employee liable for prosecution under the provisional of the IT Act 2000 and other related offences.
12. You will be responsible for safe keeping and retaining in good condition and order all the property, records, books of the institute, etc., which may be given to you for safe custody. The same shall be returned to the institute immediately when directed by the management irrespective you are in employment or not or under suspension or lay off.
13. You will submit within 7 days the attested copies of all your educational qualifications, experience certificates including proof of last pay drawn and Aadhar Card. Also you will submit a true copy of your income-tax PAN or such relevant information, which is mandatory for tax deduction at source.
14. In case there is any dispute or difference between you and management or any terms of this contractual letter, the only the Courts at Greater Noida (Gautam Budh Nagar) shall have jurisdiction to decide/adjudicate the same.

If above terms & conditions are acceptable to you, please sign the duplicate copy of this letter as a token of your acceptance and return it to us.



Director General