



JAGMEET MEMORIAL COLLEGE OF PHARMACY

Affiliated to Dr. A.P.J. Abdul Kalam Technical University (946)
BTE Lucknow (1977) and Approved by PCI (976) New Delhi

Ref.No.: JMC/2023-24/APT/....

Date- 02/01/2024

Mrs. SHEDA
H.NO. 53, Sarai Rafi, Chandpur
Dist. Bijnor, U.P. 246725

Subject: Appointment Letter

Dear, Mrs. SHEDA

This has reference to your application and subsequent interview. Jagmeet Memorial College of Pharmacy (PCI-976) We are pleased to appoint you as Lecturer in its Faculty based at Jagmeet Memorial College of Pharmacy (PCI-976) Bavanpur, Chandpur, Bijnor. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be placed in pay scale of Rs.18,200/- with academic grade (AGP) of RS 6,000/- DA/HRA will be paid as per AICTE/State Govt. Norms.

2. Working Hours

Your working hours will be 9:00 am to 5:00 pm as per the current policy. The Institute observes a 6 day work week. You will report directly to, Management Committee of Jagmeet Memorial College of Pharmacy.

3. Date of Appointment

Your date of appointment as per college records is 02/01/2024.

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of college. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Responsibilities

You will be probation for a period of three months from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

6. Leave

You will be governed by the current Leave Policy of Jagmeet Memorial College of Pharmacy for permanent employees.

7. Notice Period

While on probation, this appointment may be terminated by either side by giving one month's, or one month's salary in lieu of notice period. On confirmation, this appointment may be terminated by either side by giving One month's notice or one month's salary in lieu of notice period.

8. Other work

Your position with the Institute calls for whole time employment and you will devote yourself exclusively for the growth of the college. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as share holder or debenture holder) in any other trade or business during your employment with the college. Without written permission from the Management.

9. Confidential Information

You will not, at any time, without the consent of the Management disclose or divulge or make public except under legal obligation, any information regarding the affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

10. Contract/Bond with Previous Employers.

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

11. on termination

On termination of this contract, you will immediately give up to the Management all correspondence, Specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belongings or relating to its business and shall not make or retain any copies of these items.


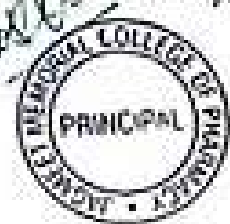
12. General

The above terms and conditions are based on Jagmeet Memorial College of Pharmacy, Procedures and other Rules and Regulations currently applicable to other employees and are subject to amendments and adjustments from time to time. Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Jagmeet Memorial College of Pharmacy and trust we will have a long and mutually rewarding association.

Yours Faithfully,

For Jagmeet Memorial College of Pharmacy.

Authorized Signatory