



MIT COLLEGE OF PHARMACY

(Constituent Institute of MIT Group of Institutions)

Approved by AICTE, PCI, New Delhi & Affiliated to B.T.E. & Dr. A. P. J. Abdul Kalam Technical University, Uttar Pradesh

No: MITGI/REC-COP/496

Dated: 19.01.2023

Ms. Archana Gautam
W/o Sri Surdeep Kumar
H.No. C-339, Kashiram Nagar Yojna
Bhogpur Mithoni, Thana Majboli
(Near Baulha Park)
MORADABAD-244001
Mob: 95486-81973
E-mail: archana.gautam909@gmail.com

Subject: Appointment to the post of Associate Professor in MIT College of Pharmacy at Moradabad.

Kindly refer to your application for the post of Associate Professor in MIT College of Pharmacy and subsequent interview held on 07.01.2023.

I am directed to inform you that you are hereby offered appointment to the post of Associate Professor in MIT College of Pharmacy. The terms and conditions of your appointment are as mentioned below:-

1. The appointment is as per Institute Byelaws.
2. The appointment is initially for one year which may be extended after assessment by Internal Assessment Committee and personal interview.
3. Your salary shall be Rs. 45,000/- p.m. consolidated (Rupees forty five thousand only).
4. **Service Conditions:**
 - (i) You will be governed by service conditions as per Institute Byelaws, framed from time to time. You are required to abide by the Rules & Regulations of the Institute/AKTU/AICTE/PCI, as applicable.
 - (ii) You shall not indulge in any tuition / coaching / any employment outside the Institute.
 - (iii) You will carry out such duties as assigned by Institute Authorities.
 - (iv) Your first month pay and allowances will be retained as security with the Institute and will be payable only after completion of one year satisfactory service. If leaving the services within the year the security / salary will be forfeited.
5. **Termination and resignation:**
 - a) In case your service is unsatisfactory or you are being found guilty of misconduct, violation of the code of conduct and discipline of the Institute or any of the conditions of the Byelaws of the Institute and in case your services are not required due to reasons beyond the control of the Management or as per Institute Byelaws, your services can be terminated any time without any notice or compensation.
 - bf You may be relieved by the Management as per the Institute Byelaws.

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c) In case, you resign from the service, you will be required to give one month's notice or pay one month's salary in lieu thereof. Further if the notice of resignation is given between months of May to August, the Management may relieve you at any time depending upon the requirement of the institute and may not pay any salary for the period served by you during these months. Further if you resign during semester you may be relieved at the end of the semester if not required in the interest of the Institute.

6. **Vacations:** You will be entitled for Summer / Winter vacations and other leaves as per the Institute Byelaws.

7. **Medical Certificate:**

You are required to submit a medical certificate of fitness from a medical officer not below the rank of Chief Medical Officer.

8. **Travelling Allowance:**

No travelling allowance will be paid for joining or relinquishing the post.

9. **General:**

(i) If the offer is acceptable to you then please join your duties on 01.02.2023 or latest by 11.02.2023 after which the offer may stand cancelled.

(ii) Please bring all your original credentials at the time of joining along with one photocopy each and two passport size photographs.


19/02/2023
Registrar

Copy to:-

Director, MITCOP
Accounts Section
Personal File

ACKNOWLEDGEMENT

I, Arichana Gantam hereby accept the offer of appointment and related service conditions.

Signature: 

Name: Arichana Gantam

Address: H.No. G-333, Kasli Ram
Nagar, Yojna, Bhogpur, Mirhoni
Moradabad