

PEOPLE EDUCATIONAL SOCIETY

Dr. Rajat Agrawal
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Secretary

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Ref. No. : PE5/Gkp/Appoint./2023/86

Dated : October 20, 2023

Dear Mr. Manish Kumar

Letter of Appointment

Thank you for your application and the personal interview you had with us. We congratulate you on your selection to join us as Lecturer in Pharmacy Department of Buddha Institute of Pharmacy. You are advised to join on or before 27.10.2023.

The terms and conditions of your employment with us shall be as follows:

- i. **Probation Period:** You will be on probation for a period of two years (till 26/10/2025) for the academic session 2023-24 & 2024-2025. During this probation period the management reserves the right to terminate your appointment without serving the one month notice period, if your performance is found not satisfactory.
- ii. **Confirmation of Appointment:** On completion of the said probation period you will have to appear before a regular selection committee for confirmation/extension of your appointment, whenever it is held. On the recommendation of the committee your employment shall be extended / continued for the next two years.
- iii. **Compensation:** You will be drawing a consolidated salary of Rs. 18,000/- per month from the date of joining in the Institute.
- iv. **Service Agreement:** After confirmation of your appointment you will be required to serve the institution one full semester and cannot quit during the ongoing semester. Resigning / leaving the position in mid semester is generally not permitted in the interest of academics. You are allowed to tender resignation in the month of May and December only when academic classes are over and institute gets sufficient time to arrange new staff/ faculty. Resignation in any other month than mentioned will lead to the suspension of salary and experience letter unless proper reason is provided for such sudden resignation.
- v. **Notice Period:** After confirmation of appointment your employment is terminable by either party giving 30 days' notice. The institute reserves the right to pay or recover a month's salary in lieu of such notice period.
- vi. **Termination of Service due to Indiscipline:** During your service if you are found working against the interest of the institute or your any act tarnishes the reputation of the institute or you are found misbehaving with any member of the management or any of the authorities of the institute or your behavior is inappropriate / unethical / immoral or you are found deliberately avoiding or delaying any assigned work, then under such conditions or circumstances your services from the institute shall be terminated immediately. For such termination of service only you shall be held responsible. In case of such termination of service, any dispute arising thereof shall be subject to the jurisdiction of the institute and be resolved accordingly and the case shall not be considered elsewhere.
- vii. **Work schedule :** You will be required to observe the working hours that the role and responsibilities assigned to you may demand. Good conduct, punctuality, dedication & discipline are expected during your service in the Institute.
- viii. **Involvement :** Your position with us is a full time employment and you will work exclusively for the purpose of the Institution. Any other external paid assignment within or beyond the institute hours is not permitted. Besides normal teaching, you may be allotted duties & responsibilities befitting to your position in the larger interest of the institute as may be decided upon by the Management / Director General / Director from time to time.

Manish Kumar

Registration No. 1164/2004-2005

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