



# AVADH COLLEGE OF PHARMACY

Approved by PCI, AICTE & BTE

Rec. No: ACP/12/2022/608

Date: 01/12/2022

## Appointment Letter

Date:

Mr. Anand Kumar

With reference to our offer for appointment and your subsequent acceptance of it, you are hereby appointed in our institute "AVADH COLLEGE OF PHARMACY, Noida, Tehsil- Fatehpur, Karsi Road, Barabanki (U.P.) with effect from 01/12/2022 on the following terms and conditions:

1. **Designation:** Associate Professor
2. **Place:** Village Noida, Tehsil- Fatehpur, Karsi Road, Barabanki (U.P.)
3. **Emolument:** Your Basic Salary is as per the 7th New Delhi Norms
4. **Rules and Regulations:**  
You will abide by all rules and regulations of the institute as may be enforced by the management by time to time and will report to the undersigned. The management Reserve the right to modify, alter or delete existing service rules or to introduce fresh service rules. In addition to your regular duties, you may be assigned any other duty in interest of the institute.
5. **Services:**  
You will be a full-time employee of the institute. You will not engage directly or indirectly in any service or be concerned in any manner in any business other than that of the institute and shall not associate yourself, not let your work, name or personality be used by any other institute-organization without the expressed consent of the management.
6. **Confidentiality:**  
As a part of your duty and otherwise you will come across many confidential matters. You will treat as confidential the information on affairs of the institute and will not divulge to any person firm or institution or company, any information that you may come across during the tenure of your service with the institute and thereafter.
7. **Leave:**  
Casual, Medical privilege and any other leave will be as per the institute service norms.

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## 8. Termination of Services:

The management reserves the right to terminate your services on giving you one month notice period or payment of salary in lieu thereof. Similarly, you will be at liberty to resign from the service upon one month's notice or payment of salary in lieu thereof.

## 9. Retirement:

You will automatically retire without any notice on reaching the age of 62 years should you continue in service till the attaining the age of retirement. You can be retired thereafter by giving you one month's notice or salary in lieu thereof.

## 10. Handing Over of Charge

Upon completion of your tenure or whenever a resignation is for one reason or another, you will hand over to the undersigned all papers and documents which may at time be in your possession pertaining to affairs of the Institute and will not retain any or extracts there from.

In view of the terms and conditions set accessible to you, please sign the duplicate copy of this appointment letter in token of your having understood and having accepted the same.

Yours faithfully,

Date: 01/12/2012

