



# ISHAN INSTITUTE OF PHARMACY

(Affiliated to Pharmacy Council of India and BTE, Lucknow)  
Address: Plot No. 2, Knowledge Park-1, Greater Noida, U.P. 201310  
Web: pharmacy.ishan.ac ; email: pharmacy@ishan.ac

No.IIP/2024/PTB67  
Date: 01.04.2024

To,  
Dr. Bhavya Rastogi,  
S/o Sh. Anand Veer Rastogi,  
R/o C-76, TDI City Colony,  
Near Shiv Mandir, Ram Ganga Vihar,  
Phase-2, Moradabad, Uttar Pradesh-244001

## Sub.: Letter of Appointment

Dear Dr. Bhavya Rastogi,

With reference to your application and subsequent interviews conducted by the institute, we are pleased to inform you that you have been appointed for the post of Director/Principal in our organization on the following terms and conditions: -

1. You are appointed with effect from 01.04.2024.
2. That your salary shall be as per State Government/PCI/ BTE Norms.
3. Your appointment is on Full time basis and your normal daily duty hours shall be as decided by the Competent Authority. However, the working hours shall be flexible depending upon the exigencies of services at the discretion of the Management.
4. You will be on probation for a period of one year. During the period of probation, you are expected to demonstrate your suitability for the position for which you have been appointed. During the probation period your services are liable to be terminated at any time if the same have been found unsatisfactory, without any notice or assigning any reason.
5. You will follow all official circulars and instructions. You are required to submit progress report of the assignments given to you. You will also report about the pendency and completeness of the work before leaving the institute every day.
6. You will maintain confidentiality of the Institute affairs and documents.
7. You will not take leave without prior permission.
8. The period of Notice from the employee side shall be of three months' time which shall not include leaves taken /absenteeism during these days otherwise the period shall be extended accordingly.
9. However, in case of termination of services on grounds of misconduct, notice or payment of salary in lieu thereof shall not be admissible. In case any documents found to be false any intimation from any source regarding your conduct & documents placed by you, management shall have right to terminate your services without providing any opportunities and your whole salary paid in past shall be recoverable.

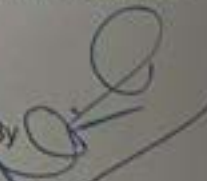
### This appointment is subject to the following other conditions:

- i. You shall submit all the original certificates for verification and the certified copies of relevant testimonials, Date of birth certificate, Marks Sheet, Degrees, Experience Certificates, Relieving Certificate, six photographs, Identity & Address proof copy of PAN Card, AADHAR Card, at the time of joining. In case any document is found wrong/fabricated/unconfirmed, you shall be responsible to compensate the organization against all losses and consequences.
- ii. Your appointment shall be terminated automatically, if it is proved that the information given by you in your application is false and or a Degree / any other certificate/ document submitted by you are forged or tampered with.
- iii. If any other document is required to justify your appointment as per norms of regulatory Authorities, you will provide the same without much delay.

Please sign the duplicate copy of this offer as your consent.

CC.: 1. P.A. to Director for information of Director  
2. Account Section  
3. Personnel File



Issued By   
(Nishi Kumar)  
HR Executive, IIP