

## APPOINTMENT LETTER

Ref:- MBCOP/Appointment/20~~23~~<sup>23-2024/6430</sup>: Lucknow.

Date 15/09/2023

Mr./ Mrs./ Ms. ✓ Sonali Baranwal D/o Sri Sunil Baranwal.

Address: Parsoiya Amethi - 227406

Dear Mr./ Mrs./ Ms. ✓ Sonali Baranwal D/o Sri Sunil Baranwal.

Further to our letter of offer/ interview dated 15/09/2023, we are pleased to inform you that you are hereby appointed as Asst. Professor in our Organization to be based at Lucknow as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from 15/09/2023 the date of your joining our Organization.
2. Your salary and other allowances shall be as per norms.
3. Your job functions and responsibilities as Asst. Professor are under preparation and shall be issued in due course.
4. You will be placed on probation for a period of Eleven months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent.
5. During probation, the notice period for termination will be 24 hours from either side. After confirmation, the notice period required from either side is Three month.
6. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Organization. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time, as and when

applicable as per rules of the Organization and such other benefits as applicable to employees in force from time to time to the location / place wherever you are working.

7. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance.
8. You shall retire from the services of the Organization on attaining 63 years of age. Your date of birth for the purpose of Organization's record is entered as 26/00/1998 as per Xerox copy of High School Certificate submitted by you.
9. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Organization in writing. Any contravention of this condition will entail termination of your services from the Organization.
- 10 In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Organization.

**Your services are liable to be terminated at any time :**

- i) during probation or after confirmation, in case you are found to be medically unfit by the Organization's Authorized Medical practitioner, on examination;
- ii) as and when the Organization comes to know of any conviction by the Court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification , experience , salary etc
- 11 You will keep the Organization informed of any change in your residential address that may happen during the course of employment of your service with the Organization.
- 12 All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.

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- 13 Any balance of advance taken by you from the Organization, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of your leaving the services of the Organization.
- 14 The Organization is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the Organization to comply with the provisions of law. In the event of non compliance by you as aforesaid if the Organization is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the Organization to comply with these requirements without objection.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,  
**For Maa Bhagwati College of Pharmacy**

  
Director

Accepted:   
(Signature of an Employee)

From

Sonali Bazarwal  
P/O Sunil Bazarwal  
Postoffice Amethi - 227406

Date : 15/09/2023

To,

Director,  
Maa Bhagwati College of Pharmacy  
Salrikh Road, Chihat,  
Lucknow-226028 (U.P.)

Sub : JOINING REPORT

Ref : Your Appointment order No MBCOP/Appointment/2023-2024/609 Lucknow

dated 15/09/23

Respected Sir,

With reference to the above, I am very happy to receive the appointment order given to me for the post of Asst. Prof......in the Maa Bhagwati College of Pharmacy. I have the honor to accept the offer. As per the content of the appointment order I am ready to join to my duties from 15/09/23..... I express my deep sense of thanks for the opportunity given to me and I shall abide by the terms and conditions of this appointment and discharge my duties with full sincerity and devotion.

Yours faithfully,

Sonali