



Aryakul College of Pharmacy & Research Raebareli
(Under the Aegis of Aryakul College of Pharmacy & Research Lucknow)

Village & Post Sehngu Paschim, Tehsil Mohrajganj, Distt. Raebareli-229311
Contact: 9005092455/60/61 Website: www.ocpr.edu.in Email: aryakul@gmail.com

Ref. No.: ACP&RR/HR/Recruitment/20-21

Dated: 28.01.2021

Ms. Samiksha Devi,

D/O Mr. Vinod Kumar,
Ganga Vihar Colony,
Ektu Nagar, Lucknow

Subject: Offer- cum-Appointment for the post of Assistant Professor regarding

Dear Ms. Samiksha Devi,

We are pleased to offer you the position of Assistant Professor with Aryakul College of Pharmacy & Research, Raebareli (the "Institution") on the following terms and conditions:

1. Commencement of employment

1.1 Your employment will be effective, as of 28.01.2021.

1.2 You will be on probation for a period of 3(Three) months from the date of joining. During the probationary period, your service can be terminated at any time without assigning any reason be notice or compensation. Some of the important requisites of confirmation of your appointment in Institution are your performance, quality of work, competence, attendance, sincerity, discipline, social attitude like cooperation with others.

1.3 That you shall continue on probation till your services are confirmed in writing by the Management.

1.4 That you shall be the whole time employee of the Institution and shall not engage yourself in any work similar in nature to that of the Institution and/ or engage yourself anywhere in any work, profession or employment either honorary or otherwise during the period of your employment with the Institution.

1.5 In case of any activity need to be performed for your professional/ Academic upliltment, prior permission must be taken from the management in writing.

1.6 Your service will be governed by the Management and Human Resource Policy Manual, Rules & Regulations of the Institution now in force and to be in force from time to time.

2. Job title

Your job title will be Assistant Professor, and you will report to Managing Director.

3. Salary

Your salary and other benefits will be as set out in Schedule I, hereto.



Signature

4. Place of posting

4.1 You will be posted at Raeburn. You may however be required to work at any place of business which the Institution has, or may later acquire.

4.2 Your service shall be transferable anywhere in India on the same terms and conditions as any Branch Unit Office of the Institution. And also you can be shifted to any department as per requirement of Institution and you can't refuse to do that work.

5. Hours of Work

The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Institution. The normal working hours are from 9:00/9:30am to 5:00pm and you are expected to work not less than 54 hours each week, and the responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation.

6. Leave/Holidays

6.1 You are entitled to avail leave as per the Schedule II hereto.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the Institution may call upon you to perform, from time to time. Your specific duties are set out in Schedule III hereto.

8. Institution property

You will always maintain in good condition Institution property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Institution prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Institution.

9. Termination

9.1 Your appointment can be terminated by the Institution, without any reason, by giving you not less than three months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

9.2 You may terminate your employment with the Institution, without any cause, by giving not less than three months' prior notice or salary for unavailed period.

9.3 The Institution reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Institution.

Chakraborty

9.4 On the termination of your employment for whatever reason, you will return the Institution all property, documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like, and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

9.5 Your service may be terminated by notice on condition of

- a. Regular uninformal leaves
- b. Getting three simultaneous notices/ memos in a year for any indisciplineable act.

10. Notices

Written communication may be done by you to the institution at its registered office address. Notices may be given by the institution to you at the address intimated by you in the official records. Your appraisal will be delayed to one month if received 3 concurrent memos/ notices in a year for another month for every consecutive memo.

11. Applicability of Institution Policy

The Institution shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Institution shall be binding on you and shall override this Agreement to that extent.

12. Confidentiality

- a) You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the Institution.
- b) You shall not, during your employment and at all times thereafter, directly or indirectly use or disclose confidential information except for the sole benefit of the Institution. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged or disclose by law.
- c) You shall not take copies of confidential documents or information for your own purposes and forthwith upon termination, you shall return to the Institution all documents, records and accounts in any form (including electronic, mechanical, photographic, digital & optic recording) relating to matters concerning the educational or dealings or affairs of the Institution.
- d) You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Institution.
- e) You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Manager you report to.

13. Separations from the Institution

- f) Your employment with the Institution shall stand terminated at the end of the Fixed Term or upon your attaining 60 years of age whichever is earlier.
- g) At the time of formally resigning from service you shall serve the 90 days "Notice

Noted

Period". No leaves will be granted during this period.

- b) If your services are terminated by the Institution (due to underperformance, unsatisfactory performance or any other disciplinary matter). The Institution may at its discretion pay your salary for 30 days from the date on which Institution informs you of such matter in lieu of Notice Period.
- c) In the event of resignation, your leave balances will not be adjusted in lieu of your notice period for any reason.

14. Terms of Employment

It is agreed that the Employee and the Institution shall comply with:

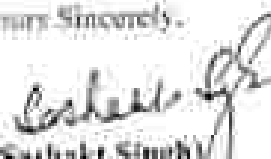
- i. All the terms and conditions provided for in this Employment Agreement;
- ii. The Institution's policies and procedures as defined in *Das Aryukul*;
- iii. Proprietary information and confidentiality agreement;
- iv. The conditions of employment required by the Institution;
- v. Any notices issued by the Institution from time to time; and
- vi. Any variations to the terms and conditions of the Employee's employment as agreed in writing between the Employee and the Institution.

If the above terms and conditions are accepted to you, would you kindly sign and return a copy of this letter being sent to you as token of your acceptance.

You are supposed to join by 28.01.2021

With best wishes,

Yours Sincerely,



(Sashakt Singh)
Managing Director
(Aryukul College)

Declaration & Acceptance

- a) I agree that I will perform my duties with diligence, devotion and discretion. While in the employment of Aryukul would not be employed by any other Institution on a temporary or part time basis or offer your services with or without pay to any physical person, legal entity or public authority or be occupied in my business without prior written consent of the Institution.
- b) I shall at all times, maintain exemplary conduct and decorum. I shall uphold honesty and integrity in all my actions.
- c) I shall, honour and comply with all rules and regulations of the Institution and statutory requirements, in letter and spirit.
- d) I will be covered by the rules and regulations of the Institution as stated in the Employment and Benefits Handbook, which shall be issued to me upon availability.

I Savitika Devi hereby confirm acceptance of the above mentioned terms and conditions of employment with the Institution, as faculty / staff

Signature
Name
Date


Savitika Devi
28/01/21