

SRLT/Appointment of faculty/2023/06

01/12/2023

To,

Mr. Hariom Sharma S/O Anand Sharma
Address- Bangla Bazar, Bhind (M.P.), 477001.

Sub: - Appointment letter of Mr. Hariom Sharma

Dear Mr. Hariom Sharma,

On the recommendation of the selection committee, we are appointing you as a Lecturer - in the Shri RLT Institute of pharmaceutical science and technology department of Pharmacy at SRLT Group of Institutions, Etawah w.e.f 01.12.2023 on the following terms and conditions:-

1. Your basic pay salary will be Rs. 11869/- per month in the grade of Rs.9300-34800 with AGP 4200 per month in addition to this you will get a DA @ 40% of the basic salary plus and an HRA @15% of your basic salary plus AGP. **Your total salary will be Rs. 24907/- per month.**
2. You will be on probation for a period of one year from the date of appointment. Your performance will be reviewed during the period of probation and subject to satisfaction of the management. You will be confirmed in writing. The confirmation will, however, not be automatic even after one year. The college reserves the right to extend the probation period, if needed. If any time you wish to discontinue during the probation period, you will have to furnish a one month notice period or salary in lieu thereof.
3. Notwithstanding any of the clauses of this letter, the college reserves the right to terminate your appointment. Furthermore, the college reserves the right to waive off the notice period, if any substantial misconduct, poor performance and/or non-performances reported to the higher authority. By accepting this letter of appointment, you are agreeing to serve the college for at least one year and your continued service is essential till the completion of an academic session. The college reserves its right of issuance of No-Objection Certificate in case of non-compliance of the term and conditions of the appointment letter/employment.
4. You are expected to abide by the administrative orders of the college as amended from time to time as well as by the usual responsibilities associated with apposition in academia. Your duties will include working any day of the week including weekend and evenings, if needed. No additional remuneration will be provided for the same. Institution expects diligence and accountability from you in performing your assigned responsibilities.

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5. In addition to your teaching/scholarly responsibilities, you will be expected to undertake and participate in rightful duties as the higher authorities may assign from time to time, like arrangement of and participation in seminars, conferences and other activities, administrative/ executive functions etc. you will discharge your duties diligently and efficiently.
6. You shall solely serve the college and will not seek employment / deliver part-time lectures anywhere else whether gainful or otherwise without the return sanction of the college. All copyright, patents, papers published or discoveries / ideas developed by you during your employment shall bear a joint ownership between you and the college. You are bound to make timely disclosure of any such activities, discoveries, patents, etc. in a timely manner. The college will provide 30% of the profits associated with the discoveries / patent, etc. to you after subtracting the costs such as patent application fee, legal fee etc.) involved in securing and sustaining the discoveries.
7. You shall maintain confidentiality of all knowledge/information gained during your employment at SRLT and shall not divulge the same to any unauthorized person by word of mouth or otherwise, at any time. The same is expected of students' records as well.
8. You shall respect the privilege of using the college property, goods or cash in your charge and shall render an account of the same when called upon to do so. You shall be responsible for all losses that may arise from wilful neglect of duty or default on your part. Equipment loaned to you for work outside the college such as laptop, will be used for college purposes only.
9. If any time in the opinion of the college, which is final in this manner, you are found to be guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct, considered by the college to be detrimental to the interest of the college and students, or by violation of any terms of this letter, your services are liable to be terminated forthwith, without notice of salary in lieu thereof.
10. Your appointment is based on the information given by you during your hiring process, if at any time the information given by you is found to be incorrect, misrepresented or concealed; your services shall be terminated without notice or salary in lieu thereof.
11. It would be your primary responsibility to teach the students diligently, and sincerely and devotionally. Your further increment and promotion would depend upon your academic performance. You must follow all procedures associated with seeking and maintaining accreditation of the programs. This may include assessment, alumni interaction, documentation, and/or other evaluation methods as deemed appropriate by the higher authority.
12. If any time you wish to discontinue the service / employment with SRLT, you shall be required to give a notice of one month or salary in lieu thereof to SRLT. You will be duty bound to perform your assigned responsibilities with full sincerity during this period. In case of break of this condition on your part, the college reserves its right to issuance of Relieving and Experience letter. If at any time you leave the college due to resignation your accounts/ dues shall be finalized within 30 days after the submission of all clearances require by the college.

13. After completing your probation period in case of your discontinuation of service with SRLT when you will apply your notice period of 30 days, you have to do your full potential in that particular time period, in case of no working in notice period you will not be allowed to relieve.
14. You'll not be allowed to leave the college in between any either semester (Even/ Odd)/ or annually.
15. Your appointment is based with one Casual Leave each month. You have to take your last CL within next three months otherwise from the next quarter month your last CL would be deemed to be lapsed.
16. Your work timing will be count of 8 hours i.e. 9.00 AM TO 5.00 PM. Although some fluctuation in timing can be seen as per weather. But you cannot raise your issue if time limit goes to as per decided schedule.

Your appointment shall be subject to the provision of the Institution.

You are requested to return the enclosed duplicate copy of this letter of appointment with a set of documents and SDF on Rs/- 100 affidavit to the admin office duly signed in token of your having accepted the aforesaid terms and conditions, within 24 hours of receipt of this letter.

Yours truly,



Director
SRLT Group of Institutions
NRI Education

(Mr. Arvind Sharma)
Managing Director
SRLT Group of Institutions