



# ACCURATE COLLEGE OF PHARMACY

Approved by NCTE & Affiliated by Pharmacy Council of India

Mr. Pankaj Sharma  
B-2740, Gachibowli,  
Great Atalupar Society,  
Greater Kailash

Date: 06.04.2022

## Employment/Appointment Letter

As per the recommendation of the management, we are pleased to appoint you as "Associate Professor" in Accurate College of Pharmacy, Greater Kailash, on the following terms and conditions:


1. Your pay scale is Rs. 37400-67000 along with DA and other allowances as per your government rules and regulations.
2. You will abide by all rules and regulations of the Institute as may be enforced from time to time and will report to the Director/ Chairman/Group Director.
3. Your services will be for Probation on a period of 11 months from the date of joining. Based on your performance and conduct, this period may be renewed, discontinued or extended at the discretion of the management of the Institute and unless an order in writing is given to you, you shall not be treated as free from probation and your services automatically stand in real after completion of maximum period of 11 months.
4. Therefore, you will be appointed as a full time employee. During your employment you will not undertake any other assignment with any other educational or other kind of organization either on honorary basis or otherwise without the written consent of the management of the Institute.
5. You are required to work without break for minimum 30 days after joining the Institute.
6. Absence without leave or prior approval of your superior or submission to the nearest management official or returning absent beyond the period of leave originally granted or subsequently extended shall result in voluntary termination of your employment without any return or salary or any benefit at least on salary disbursement, unless you return to work/duty within 3 days after the commencement of such absence and provide satisfactory explanation to management of the Institute regarding such absence. You have to give apply for the leave from prior reporting office. Leave can be claimed on all right leave granted by the Authority. Decision is reserved to the authority empowered to grant leave or to refuse or modify leave at any time in the interest of work.
7. Your services of 11 months will be an probation period. Director may extend period and not to exceed. If your services come to an end by the order of management of the Institute, then your services shall terminate. If you leave the job during your period and are assigned to or work the resignation shall be the discretion of the appointing authority having the educational services of the Institute.
8. During the course of duty/service to the Institute, if based on consideration of your performance and the quality of instruction, your services may be terminated with immediate effect. Thereby, under the following circumstances the management of the Institute shall be entitled to terminate the contract with immediate effect and you shall not be entitled to any compensation, gratuity and leave in the event from the Institute.
9. If you are found to be involved in theft, sexual harassment, drinking, fraudulent practice, using faculty confidential information to the third party.
10. If you become incapable to perform your duties.
11. If you violate during the faculty and reasonable orders of the Institute and engage in activities in violation of the Institute as when issued to you.

*Pankaj Sharma*  
Director

- (d) Wrongly conduct yourself or beard taking part in any movement of propaganda which is detrimental to the interest and goodwill of the Institute.
  - (e) You are found guilty of misconduct and have been issued a warning.
  - (f) You get yourself engaged in dual employment ship either on part or on contractual basis.
  - (g) Any breach of agreement including the employment agreement entered by you with the Institute.
  - (h) Insubordination involved in any (first act whether civil or criminal) before or after joining the Institute and that management gains knowledge of the same.
  - (i) Concealment of any information which is directly or indirectly related to the employment conditions and the same detrimental to the interest and goodwill of the Institute.
8. If at any time in opinion of the management of the Institute, which is laid in this contract, you are found non-performer or guilty of fraud, dishonesty, disobedience, breach, transgression of any intellectual property rights, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by the Institute desirable in the interest of the Institute or violation of one or more terms and conditions of the appointment letter, your services may be terminated with immediate effect without notice and salary and on account of reasons of any of the acts or omissions of the Institute to recover the damages from you.
10. If you resign and decide to leave the Institute, you will have to give the resignation letter in hard copy other than email. During the notice period, you have to prepare the handover documents which give the complete details on the activities handled by you. The handover documents should be given to management and the purchase authority. On the satisfactory completion of handover/notice period, the relieving letter and due amount as per the bill and final settlement, if any, will be given along with the experience certificate.
11. By this offer/ Employment/ Appointment Letter, you are issued with the user password of mail services to the "Accurate Family" in the corner building of the students. In any circumstances in the mail - session you will not have the services from the Institute due to the fact and terms of the students, otherwise your mail may shall be treated as serious misconduct for which you will automatically give up SSC, RDC, Relieving Letter, Financial, Leave and other benefits, as well as gratuity also, if payable.
12. We welcome you to **ACCURATE'S FAMILY**.

Please sign on the duplicate copy of this letter signifying your acceptance of the terms and conditions mentioned above.

Yours faithfully  
  
 (Authorized Signatory)

The above terms and conditions are acceptable to me:  
  
 (Name & Signature of the Candidate)  
 Date: 8-9-21  
 Place: Gwalior

Acceptance

I have read and understood the contents of employment/ appointment letter and accept the terms and conditions and I confirm that I am not breaching and terms of any prior agreement or arrangement by accepting the letter.

Signature:   
 Name: Pratik Sharma  
 Date: 8-9-21

Received  
