



ADINA College of Pharmacy, Sagar

Approved by AICTE & PCI, New Delhi, Affiliated to RGPV Bhopal, Recognized by DTE & MP Govt.
Before J L Nehru Agricultural Research Center (Bamhori Seed Farm) Bhopal Road, Sagar (M.P.)

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Visit us at www.adina.edu.in

Ref. No. : ACP/2021/184(A)

Date : 01/12/2021

To

Ms. Arpana Purohit
Ward No. 02, Sadar Bazar,
Sagar (M.P.).

Reference to your application and subsequent interview. You are appointed as **Assistant Professor** on the following terms and condition subject to Sagar jurisdiction only.

1. You are appointed in the pay scale of Rs. 8000-375-15100 plus allowances as per AICTE scale per month.
 2. You will be on probation period of two year, in which, services can be terminated without any pay/notice. After one-year of probation your appointment will be confirmed/ terminated/probation will be extended for another year to achieve the expected standards.
 3. You will be reporting to the Principal / Director of the Institute. You have to perform variety of duties/ work as per the norms of Institute, AICTE, PCI, DTE, Govt. etc. includes academic, University, counseling etc. and also extended other kind of work as required by the circumstances.
 4. You shall devote your full time, skill and attention to the college and promote the interests of the college. You have to record your work daily and get it verified accordingly/ Daily.
 5. The appointment is subject to verification/ approval by University, AICTE and also good service record, attendance, character & Medical fitness.
 6. You will have to submit reference manuals of Theory & Practical along with a lesson plan of the lecture topic delivered by you in class regularly.
 7. You will also work/ responsible in place of your Senior/ Junior in his absence.
 8. You have to abide by the rules & regulation of the institute, which may change from time to time and the same are binding on you.
 9. During probation period, you are not allowed to leave the job in mid semester but the service can be terminated by giving one-month notice (without any reasons) or one month salary in lieu off., and after confirmation the service can be terminated by giving three month notice by either side or one month salary in lieu off.
 10. In case any information furnished by you found incorrect/ suppressed at any stage. You may terminated from the services at any time without Notice/ pay as described in point No. 9.
 11. Your increments and future prospects shall naturally depends on your efficiency, hard working, regularity, sincerity, good conduct result and other such relevant factors and same may be with held if the performance is found to be unsatisfactory or accelerated in case of exceptionally good performance.
 12. All the leave facility will be considered after successful completion of one year of probation.
 13. Any change in your present / permanent postal address/ phone No. must be intimated to the institute immediately.
 14. You may provide consent letter to join the institute.
- Please sign. on the duplicate copy of this letter, as a token of having accepted the above offer.

For Adina College of Pharmacy, Sagar.

Principal

Principal

Adina College of Pharmacy
Sagar (M. P.)

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