



Regd. No. 19192/1987

GYANODAYA SHIKSHAN SAMITI

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SMT. SHOBHA DEVI
President

ANIL CHOURASIA
Secretary

Appointment Letter

REF NO: GSS/PH/AUG/2023/APP. 01

DATE: 01/08/2023

Miss Ravina Bahrani
Sanwariya Colony,
Nimbahera, (RAJ)

Subject: Letter of Appointment

We are pleased to appoint you as **Assistant Professor** at **Gyanodaya Institute of Pharmacy**, Gram- Suwakheda, Tehsil- Jawad, and Dist- Neemuch (M.P.). Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid a monthly gross salary of **Rs.21,600/- (Twenty One Thousand Six Hundred)** per month.

2. Date of Appointment

Your date of appointment as per institute records is **02 August 2023**.

3. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the institute. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

4. Leave

You will be governed by the current Leave Policy of the institute for permanent employees.

5. Travel

Whenever you are required to undertake travel on institute work, you will be reimbursed travel expenses as per Institute rules.

6. Responsibilities

In view of your work, you must effectively perform to ensure results. Your performance would be reviewed as per the Institute's Performance Management System.

7. Retirement Age

The normal retirement age for all employees is 60 years.

8. Notice Period

This appointment may be terminated by either side by giving **one month notice**, or **one month salary in lieu of notice period**. On confirmation, this appointment may be terminated by either side by giving **one months' notice** or **one months' salary** in lieu of notice period.

9. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment.

10. Confidential Information

You will not, at any time, without the consent of the Institute disclose or divulge or make public except under legal obligation, any information regarding Institute's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

11. Contract/Bond with Previous Employers.

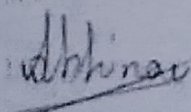
It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

12. General

The above terms and conditions are based on Institute Policy, Procedures and other Rules and Regulations currently applicable to the Institute's employees and are subject to amendments and adjustments from time to time.

We welcome you to the **Gyanodaya Institute of Pharmacy** family and trust we will have a long and mutually rewarding association.

Yours faithfully,



Mr. Abhinav Chourasia
(Managing Director)
Gyanodaya Group