



# DR. TANDON PHARMACY COLLEGE

Village : Singarpur, NH-11, Fatehpur Sikari Road, Kiraoli-203122 (Agra)

Ph. : 0562-4004020, 2521569

FAX : 0562-2525369

Ref. TPC/APPPOINT/01/2021/06

Date: 21/01/2021

## Appointment letter

**Mr. Lalit Kumar**

Address- Infront of police Station Ekdil

Etawah (U.P) 206126

Subject: - Letter of Appointment

Dear Sir,

Following your Application for a Position of a Teaching Staff **Dr Tandon Pharmacy College Kiraoli Agra**. And subsequent interviews on 20/12/2020 And I am glad to inform you that you passed the interview we are pleased to appoint you as **Lecturer** in its **Academic** function based at **Kiraoli**.

Monthly Gross Salary -You will be paid a monthly gross salary of **Rs. 22,000/- (Twenty Two Thousand Only)** per month.

I write with pleasure to offer you an appointment as **Lecturer** within the Teaching staff category, initially in **DEPARTMENT OF PHARMACY**

You will be on probation for a period of one year initially. Which can be revised depending upon your performance after satisfactory completion of probation? Your service regularized during the probation. This appointment is permanent and all terminal benefits, including gratuity, are attached.

You are request to join duty by Principal /Managing director

We look forward to having a long lasting relationship.

Thanking you

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U.S. Shankar  
DIRECTOR  
Dr. Tandon Pharmacy College  
AGRA

Date 01/01/21..

JOINING REPORT

To,

The Managing Director sir,  
DR TANDON PHARMACY COLLEGE, Singarpur,  
Tehsil-Kirawali, Fatehpur Sikri Road, Agra UP 283122.

Subject: - JOINING LETTER.

Sir,

In response to your appointment letter vide letter dated.....01/01/21.....in connection with the interviews held on 28/10/2020 I would like to inform you that I have joined your institute today at 01/01/21... as an ...lect... in Pharmacy Department.

I thank for providing me the opportunity to serve the institute. I will perform my Duties sincerely, honestly and to the best of my abilities.

I therefore, request you to accept my Joining Letter.

Please accord and oblige.

Thanking you.

*Lalit*  
Yours faithfully,

Mr/Miss. Lalit kumar

Address - In front of Police st. Ekdil Ewash  
UP

Mo: - 9045589904

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PRINCIPAL  
Dr. Tandon Pharmacy Coll. Agra