



# KASHI INSTITUTE OF PHARMACY

Managed by : JAIN EDUCATION SOCIETY

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Date: 24/08/2018

To,

Mr. Kamlesh Kumar Singh  
Assistant Professor  
Kashi Institute of Pharmacy, Varanasi

**Subject: Offer letter**

**Dear, Mr. Kamlesh Kumar Singh**

With reference to your application and subsequent interview held on 24<sup>th</sup> August 2018, we are pleased to offer you appointment as "Assistant Professor" at Kashi Institute of Pharmacy as per the terms mutually agreed upon. The terms and condition in brief are mentioned below.

- a) You will be on probation for a period of six (6) month.
- b) During the probation period you will be placed in the consolidated salary of Rs. 18000/- (Rupees eighteen thousand only).
- c) You are advised to report for duty on or before 25.08.2018.
- d) You are not permitted to leave during academic session. In case you leave, you will have to pay two months' salary. In case college asks you to leave, college will pay two months' salary to you.
- e) In case you are terminated due to legal action/in-disciplinary act, college is not liable to make any payment.
- f) Policy for resignation and termination is as under:-
  - i. One month notice must be served from either side.
  - ii. 15<sup>th</sup> of June/15th of Jan are final/last date of serving the organization after resignation or termination.
  - iii. A person who is resigning should inform latest by 15<sup>th</sup> May/15th Dec. Similarly college will inform a person to be terminated by 15<sup>th</sup> May/15th Dec. That gives one month notice period. If no resignation has been received during this period, it will be considered your willingness to continue in the job. Leaving after this period will automatically invoke clause no. (d). Also, for those who do not have their original certificates submitted, part payment of salary will be done for the month of January/June to avoid sudden departure without notice.
  - iv. A person may avail all his pending leaves during notice period.
- g) All the terms and conditions regarding your job, service rules, code of conduct in Kashi Institute of Pharmacy will be as per the bye laws of the society and rules framed time to time, and will be binding upon you.

Looking forward towards long lasting association.

Yours Sincerely,

Director  
Kashi Institute of Pharmacy, Varanasi

I accept the above offer of appointment

Signature of candidate.....*Kamlesh Singh*

Name in block letters.....**KAMLESH KUMAR SINGH**

Date: 24/8/2018.