

College Code - 4064

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Dr. Mahendra Kumar Chhote Lal Bind College of Pharmacy

UPARDAHA, HANDIA, PRAYAGRAJ (ALL.D.) - 221503 (U.P.)

E-mail : drmkcp.aharabnd@gmail.com Website : www.drmkcp.in

Date : 28/12/19

Appointment letter

Ref. No. - 57/2019/15

To Mr. Devraj Yadav

Dear Sir/Madam

Reference to your application and subsequent interview. You are provisionally appointed as Assistant on the following terms and conditions subject to Allahabad jurisdiction only.

1. You will be one year's probation period, in which services can be terminated without any justification. After one year of probation your appointment will be confirmed/terminated/probation will be extended for another year to achieve the expected standards.
2. 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, PCL BTE, Govt etc. includes academic, university, counseling etc. and also extended other kind of work as required by the circumstances.
3. 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 verified accordingly daily.
4. The appointment is subject to verification/ approval by university, AICTE, PCL BTE, Govt. etc. and also good service record, attendance, character and medical fitness.
5. You will also work/responsible in place of your senior/prior in his absence.
6. You have to abide by the rules & regulations of the institute, which may change from time to time and the same are binding on you.
7. After confirmation of your job, the service can be terminated by giving one-month notice (without any reason) by either side or one-month salary in lieu of.
8. In case any information furnished by you found incorrect/suppressed at any stage, You are removed from the services at any time without notice/pay as described in point no.7
9. Your increments and future prospects shall naturally depends on your efficiency, hard working, regularity, sincerity, good conduct and other such relevant factors and same may be withheld if the performance is found to be unsatisfactory or accelerated in case of exceptionally good performance.
10. To transfer anywhere in our organization in same salary.
11. You are appointed in the salary of Rs. per month pay scale.
12. We are welcoming you to our institute. You may join the institute latest by 28/12/19.

Please sign. On the duplicate copy of this letter, as a token of having accepted the above offer.

Accepted Devraj Yadav

Name/ Sign

Dr. Mahendra Kumar Chhote Lal Bind College of Pharmacy
Upardaha, Prayagraj

C.1) Personal file, 2) Account Section, 3) Guard file, 4) Dis. File