

# SETH BADRI PRASAD SMRITI MAHAVIDHYALAYA

## DEPARTMENT OF PHARMACY MAHESHPURA ROAD, KONCH JALAUN (U.P.)

---

DATE :- 01-07-2019

To,  
Mr. Manvendra Singh  
Diravati (Jalaun)

### Appointment letter


Dear Mr. Manvendra Singh

with reference to your interview for the post of **Assistant Professor** we are pleased to inform you that you have been selected in Department of pharmacy for the said post. Your service will be governed by the following terms & conditions:

#### **Terms & Conditions:**

- You consolidated salary will be as per PCI rules
- You will be on probation for 3 months from the date of joining.
- After probation period, on the basis of your performance in these 3 months your employment would be regularised or your probation period might be extended.
- Your annual increment will be linked with your performance during the academic session.
- You will be permitted to take the leave as per the leave policy of the institutions.
- You have to furnish the documents related to your temporary and permanent address along with the telephone number at the time of joining the institution, if any change occurs in your address and telephone number.
- You have to submit the two sets (photocopy) of your educational certificates and experience certificate along with your bio-data and 4 recent passport size photograph at the time of joining, and also have to bring your original document for verification.
- In case you decided to leave on your own accord. Then you will give a minimum of 1 month notice to organisation before the date of leaving for an amount equivalent to 1 month salary will be paid by you to the organisation.

- You will be required to get you leave sanctioned in advance until in case of emergency.
- You will not leave the campus without freedom Prior approval of the Chairman, CEO, advisor, HR and administration and director of the institution.
- You should not remove any data information is stored therein/ computer keep in the Institution i.e. data/ data information relating to the research work of otherwise, unless you seek written permission in advance from the authority or directed by the authorities as the case may be.
- You will not cause any damage to the information store in the various electronic and computer mediums of the institution and shall not pass on the any permission any information on which your have an access during the discharge of your against duties.
- In the event of any Indiscipline, Criminal activities slackness and poor performance you may be terminated at any time, without assigning any reason.

  
डा. प्रसाद  
डा. प्रसाद शर्मा  
विभागाध्यक्ष  
डिपार्टमेन्ट ऑफ फार्मसी  
कोच (जानौन)