

Dr. Om Prakash College Of Pharmacy

(Approved by - AICTE, P.C.I. & Affiliated to BTE

Bewar Road, Nisai, Farrukhabad-209625 (U.P.), Mobile No. 6394421161, 9616681134, 8299776522

website : www.opcop.in

Ref No. :

Date :

To,
SANDHYA SHUKLA
Vill- 196 Kidwai Nagar Mohamdabad Farrukhabad
Farrukhabad - 209651

Subject: Appointment Letter

Dear Ms. SANDHYA SHUKLA

We are pleased to inform you that the board of management of OPGI, FBD (India) is pleased to appoint you for the post of Librarian at the OPGI, FBD (India).

We are pleased to inform you that you are being appointed as follows:

1. Grade: Librarian
2. Departments : Pharmacy
3. Total emoluments: 22500 Per Month

Terms & Conditions:

1. Your date of joining shall be on 01/09/2018 (DOJ). In case you will be unable to join on the specified dates, your appointment and offers will stand cancelled automatically.
2. PROBATION:
You will be on probation period for one year from the date of joining after that you will be treated as confirmed employee. During the probation period if, your services will not found satisfactory your services will be terminated without any notice.
3. That in addition to your own duties of the post appointed for, you should look after any other work assigned to you from time to time in the interest to the organization.
4. That in case you should found to be irregular, in disciplined and negligent towards the duties assigned your services will be terminated without any notice.
5. That you will not be involved with any other organization, coaching's or private tutions.
6. That before leaving the charges from your duties you are suppose to give one month prior notice to the undersigned otherwise one month salary will be deducted.
7. All the terms and conditions regarding your job will be governed as per code and conduct of OPGI, FBD and will be as per the laws of the society.
8. We welcome you to OPGI and look forward to your significant personal and professional growth during your association with us.

Thanking You,

