

College Code - 4064

Mob. : 9452652482, 9452346954

**Dr. Mahendra Kumar Chhote Lal Bind College of Pharmacy**

UPARDIHA, HANDEA, PRAYAGRAJ (ALLO.) - 221503 (U.P.)

E-mail - [drmkc.lalbind@gmail.com](mailto:drmkc.lalbind@gmail.com) Website - [www.drmkc.org](http://www.drmkc.org)

**Appointment letter**

Date 02/11/20

Ref. No. 1000001010

To

Dear Sir/Madam

Reference to your application and subsequent interview. You are provisionally appointed as Asst. Pharmacist at the following terms and conditions subject to stipulated jurisdiction only.

1. You will be on one year's probation period, in which services can be terminated without any justification. After one year of probation your appointment will be confirmed (remuneration/percentage will be extended for another year to achieve the expected standard).
2. You will be reporting to the principal/ Director of the institution. You have to perform variety of duties work as per the norms of Institute, M.C.T.E, P.C.T, B.T.E, Govt etc. includes students, university, counseling etc. and also extended other kind of work as required by the administration.
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 confirmation approval by university, M.C.T.E, P.C.T, B.T.E, Govt, etc. and also good service record, attendance, character and medical fitness.
5. You will also work responsible in place of your senior/junior in his absence.
6. You have to abide by the rules & regulations of the institution, which may change from time to time and the same are binding on you.
7. After confirmation of your job, the services can be terminated by giving one month notice (without any reasons) by either side or one-month salary to him off.
8. In case any information furnished by you found incorrect / suppressed at any stage. Your services removed from the services at any time without notice pay as described in clause no. 7.
9. Your increments and future prospects shall naturally depends on your efficiency, hard working, regularity, character, 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 maintain discipline in our organization in same policy.
11. You are appointed in the salary of Rs. 11000/- per month plus utility.
12. We are welcoming you to our institution. You may join the institute latest by 12/11/20.

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

Accepted [Signature]  
Name: [Name]

[Signature]  
Mahendra Kumar Chhote  
Dr. Bind College of Pharmacy  
UPARDIHA, HANDEA