

**SETH BADRI PRASAD SMRITI MAHAVIDHYALAYA
DEPARTMENT OF PHARMACY
MAHESHPURA ROAD, KONCH JALAUN (U.P.)**

Date- 07-01-2021

To,

Mr. Karan singh Kirar

Ambah Distt. morena

Appointment letter

Dear Mr. karan singh kirar

With reference to your interview for the post of lecturer 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 you employment would be regularized 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.
- . you have to submit the two set (photocopy) of your education certificates and experience certificate along with your bio-data and 4 recent passport size photograph at the timing of joining, and also have to bring your original document for verification.
- . in case you decided to leave on your accord. Then you will give a minimum of 1 month notice to organization before the date of leaving for an amount equivalent to 1 month salary will be paid by you to the organization.
- . you will be required to get your 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 authority or directed by the various electronic and computer mediums of the institution and shall not pass on the any permission any information on which you 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.