



# Swami Dayanand Saraswati Educational Institute

Vill.-Bhawalpur Bansli, Post-Sarkara Kamal, Distt.-Sambhal-244222 (U.P.)  
Mob.: 9719252200, 9927918111, 7060511006

Ref. Memo.....

Date...18/02/20.....

To

Mr. Pankaj Kumar Agarwal  
Sambhal Gate, Police Chowki, Pratap Colony  
Chandausi, Sambhal, U.P. 202412.

## Appointment Letter

Dear

Mr. Mr. Pankaj Kumar Agarwal is hereby informed that with effect from taking over charge, He is appointed to the post of **Lecturer** for our **Diploma in Pharmacy** Programme on regular basis at our institute. In reference to your application & subsequent interview with selection committee at Swami Dayanand Saraswati Educational Institute, Vill- Bhawalpur Bansli, Sambhal and on the basis of recommendation of selection committee, we are please to appoint you as **Lecturer** in our Institute. Your appointment would be governed by following terms & conditions.

- That you will be paid a basic salary as approved by administrative council.
- That you must strictly comply with the rules, regulations, which may be brought into force from time to time according to the direction of the govt. of the state and the management of the institute.
- That if information of any matter regarding your educational qualification, experience etc is found false or in correct our services will be terminated forthwith without any compensation or notice.
- That you will devote yourself exclusively to the business and affairs of the institute and will attend the place of business to which you may be assigned during usual and customary working hours.
- That our working hours are from 09:00 AM to 05:00 PM ( Monday to Saturday).
- That your absence from the institute for a continuous period of more than 10 days without intimation and permission from the institute in writing shall be treated as "Voluntary abandonment of service" and you shall be deemed to "left the service at our own accord".
- That while in the service of the institute you shall not undertake any other direct / indirect business employment or work.

- That in case you desire to resign from post, you have to give one month prior notice or one month's salary in lieu thereof.
- That the institute reserves its right to terminate your services by giving some valid reason.
- That you are directed not to leave the services of the institute in mid-session.
- That if you accept the set terms and conditions of our institute you are requested to report yourself to the undersigned within 20 days failing which this offer will stand cancelled.

We hope that this shall be the beginning of a long and mutually beneficial association.

Please return the duplicate copy of this letter duly signed as a token of your acceptance of the appointment on the terms and conditions contained herein.



Chairman  
Swami Dayanand Saraswati Educational Institute  
**Swami Dayanand Saraswati**  
Educational Institute  
Vill:- Bhawalpur Banali, Post- Sarkara  
Kamal Dist:- Sambhal (U.P.)