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M. Pavan Kumar Reddy
Address: Villa 4, near, Sreebhairu
Buss Junction, P. O. 122528

APPOINTMENT LETTER

Dear Mr. Pavan Kumar

With reference to your application regarding your candidature for the post of Lecturer in our college we are pleased to inform that you have been selected for the post of Lecturer in our college on following terms & conditions:

1. You are required to furnish bank passbook.
2. You will be paid salary as per norms of AICTE.
3. Your services are likely to be extended from time to time as and when available.
4. All dues of your previous employers or other institutions should be cleared through our college management.
5. During the period of service at the college, you shall be bound by rules and regulations of the college which may be framed at present or which may be brought into force hereafter.
6. You shall observe strict secrecy for the purpose of college and shall not be permitted to divulge details of its activities to any other person or institution without the written permission of the college management.
7. You shall be entitled to a gratuity of 65 days.

Please return me a signed copy duly signed by you and a copy of this letter to my home address.

Yours faithfully,

Principal

K.J. Somaiya Institute of Pharmacy
1004, P. V. Vihar, Gandhinagar, Mumbai - 400 072