



# R.G.S. College of Pharmacy

Affiliated to Board of Technical Education (BTE), Lucknow, Uttar Pradesh  
& Approved by Ministry of HRD, AICTE & Pharmacy Council of India (PCI), New Delhi

Ref: RGSCP/HOD/Appt-2020-21/8

Date: 29/09/2020

To,

Mrs. Priya Khushbu  
A-1445/7, Indra Nagar, Lucknow.

## OFFER/APPOINTMENT LETTER

Sir,

With reference to your application and subsequent interview held the management committee is pleased to appoint you on the post of **Assistant Professor** in the **R.G.S. College of Pharmacy, Lucknow** on the following terms and conditions: -

1. The nature of your appointment is on regular basis.
2. The appointment can be terminated on one month notice from either side, or payment in lieu of that.
3. As an employee you are required to abide by the rules and regulations of the institute in letter and spirit as applicable and issued time to time. Other terms and condition including service rules will be provided to you separately.
4. Your services are transferable to anywhere in the interest of the institute.
5. In case of your being found guilty of misconduct or violation of any of the conditions of appointment including the code of conduct and discipline of the institute, your services can be terminated forth with without any notice or compensation in the lieu of that whatsoever.
6. In addition to your regular duties you may be assigned any other duty in the interest of college.
7. During the period of engagement the types of leaves may be sanctioned to you :  
**Casual leave** – 1 day on each completed month of service during first year of service or 12 days in a year in subsequent year.  
**Earned leave/P/L**, 1 day the P/L will be accrued and credited in your account at the rate of one day on completion of each 11 days working. The first accrual will be made after 11 months of continuous service.  
**Sick leave** – 15 days in a year however during 1<sup>st</sup> year of service it is payable on pro rate basis. The sick leave payable on half pay. At source, deduction of income tax will be made on salary as per the income tax rules.
8. You will be allotted a furnished accommodation if and when available in the campus. During this period you will be paid the monthly salary as per norms of U.P Government/BTE/Trust rules.
9. This offer/appointment letter is purely temporary subject to approval of state government and concerned approval bodies with a probation period of one year. You are requested to join your duties on or before 1<sup>st</sup> October 2020 and submit the joining letter at the time of joining.

Thanking you.

(Sawan Shukla)

Secretary

CC to: (1) Accounts Department: R.G.S. College of Pharmacy, Lucknow.