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# AHSAN PHARMACY COLLEGE

Approved By: A.I.C.T.E. & P.C.I.  
Affiliated to: B.T.E. Lucknow

14<sup>th</sup> KM. Milestone, Moradabad- Delhi Highway, Chaudharpur  
P.O., Pakhara, Distt. Amroha. Pin Code- 244102 (U.P.)

Ref. No.: *APC/38/19*

Date: *16-09-2019*

To,

Aftab Alam S/O Tehqiq Ahmed  
Address: Joya, Amroha (U.P.)

**Subject: Appointment Letter for the post of "Principal"**

With reference to your application and subsequent interview on 16/09/19, the Management is pleased to engage you as a Principal in Ahsan Pharmacy College, Chaudharpur, Amroha, (U.P.) On the following terms and conditions on contract basis for a period of one year renewable further on mutually agreed terms and condition:-

1. You will be paid Rs. 40,000/- (forty thousand rupees) only per month.
2. Your working hours shall be 9:00 am to 5:00 pm Monday to Saturday.
3. You will get 16+8 leaves yearly as prescribed by the management.
4. The term of contract will be effective from the date of joining.
5. You will observe duty hours as fixed by the Management/ Administration/Principal Your place of duty and timings of duty may be rescheduled in exigency of service which will be binding upon you.
6. You will be required to wear uniform as prescribed by the Management.
7. All rules-regulations, policies and procedures as formed by the College Management from time to time shall be applicable to you.
8. No TA/DA will be paid for joining duty.
9. During your contract with the College you will not be permitted to take up any assignment outside.
10. A sum of Rs. 400,000/- (forty thousand rupees) towards Security deposit will be deducted from your remuneration in 10 equal installments. This money will be refunded to you at the time of leave in after completion of the term of contract.
11. Whenever if you leave the organization then you would have to submit one month prior notice.
12. If you resign during the academic session, the institute will not pay your security amount and no experience letter will be given.
13. Annual Salary increment yearly 10% subject to your good performance.

**You would have to submit photocopies of the following documents/certificates at the time of joining (if not already submitted).**

1. Academic/professional documents/certificates.
2. Four passport size photographs.
3. Letter of relieving from the previous employer, if any.
4. PAN card
5. Aadhar Card.
6. Bank account passbook.
7. Salary slips of previous organization.

**"Reporting Date and Time: 18: 09: 2019 at 10:00 AM"**

**Please receive this letter with your duly presence, and follows the term and conditions mentioned in this letter at the time of joining.**



**(Director)**

Ahsan Pharmacy College  
14 KM Milestone Moradabad Delhi Highway  
Chaudharpur, Distt. Amroha