

Ms. Manika Gautam
D/O Mr. Jitendra Kumar Gautam
64/1, Sujekhaan Khidki
Jhansi-284002

Ref: SRGI/GD/Pers./AL/Fac./2019/26
Dated: 01st October' 2019

Appointment Letter

Dear Ms. Gautam,

With reference to your application and subsequent interview held, we are pleased to appoint you as "Lecturer" in the department of "Pharmacy" of SR College Of Pharmaceutical Sciences, Jhansi, subject to the recommendation of selection Committee of SR College Of Pharmaceutical Sciences, Jhansi, on . Following terms & Conditions.

1. Salary.

Your consolidated pay plus facilities would be as discussed.

2. Reporting.

You will be reporting to the Director/Principle.

3. Probation Period.

You will be on probation for a period of six months from the date of joining. This period of probation may be further extended at the discretion of the management. During the period of probation, your services may be terminated without any notice without assigning any reason. After satisfactory completion of the probationary period, if the management decides to confirm you, this decision will be intimated to you in writing.

4. Timings.

You will be coming for work as per the institute timing. However these timing may keep varying as per the requirement of the institute, which shall be communicated through circular / notice.

5. Duties.

Besides your primary duty you may be required to perform the other duties properly & sincerely in the interest of college. No compensation shall be made for this.

6. Taxes.

The deductions from your salary towards the income tax will be made as per govt. rules.

7. Leave.

A detailed list of leaves & there governing rules is given in Employee Handbook.

8. Rules & Regulations.

You shall be subject to such rules, regulations & policies as may be prescribed by the management of the college from time to time.

9. Retirement.

Presently the age of retirement is sixty five years which may be reviewed from time to time as per directions of AICTE.

10. Resignations & Termination.

If you intend to resign from the college or if it becomes necessary for the college to terminate your employment a minimum of 1 month notice in writing (or payment in lieu of notice) from either side will be applicable, except in case where your services are terminated either on the basis of any anti organization activity or poor feedback from students. You will not use any outstanding leave to reduce your formal period of notice. Except with the agreement of the college. If the college gives you payment in lieu of notice, the college is not bound to provide any benefits for the period covered by the payment in lieu of notice.

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