

Ref. No. *2024/2024/2024/2024*

Date *26/11/2024*

Mr. Kishan Pal Singh
Address: A-12 Rajeev Nagar
(Behind Yashoda Nagar Police Chowki)
Yashoda Nagar, Kanpur Nagar-208011

Appointment Letter

Dear Sir,

With reference to your application for employment & the subsequent interview you had with our selection committee, we are pleased to inform you that you have been appointed as Sr. Lecturer on the following terms & conditions. You are required to report for duty at the earliest but not later than *26/11/2024* failing which this appointment will automatically stand cancelled & withdrawn. Your appointment will be effective from the date of your joining the duties with us. Presently you will be posted at Dayanand Dinanath College of Pharmacy, Bichhapur, Kanpur Nagar.

- 1) That you will be paid the salary of Rs 20000/- per month in the pay scale of Rs. 15600-39100/-.
- 2) That you will be on probation for a period of *1(one)* year during which period your services can be terminated on *1(one)* month's notice or 1 month's salary in lieu of notice on either side. However, your above probation period can be extended for another *1(one)* year if your performance is not found satisfactory.

OR

That your present appointment is on contract for a period of *1(one)* year from the date of your joining the duty & on expiry of the same it will automatically stand lapsed unless it is specifically extended.

- 1) That you will abide by the Rules, Regulations & Practices/ Policies of the institution.
- 2) That you will be governed by all the statutory Acts & Rules framed there under.
- 3) That you will follow the instructions of your superiors & in case of disobedience or gross negligence, your services can be terminated forthwith without any notice or without payment of salary in lieu of notice.
- 4) That you will perform your duties sincerely & wholeheartedly.
- 5) That you will maintain perfect discipline in the institution as per the code of ethics & disciplinary rules.
- 6) That your retirement age is *60(sixty)* years (as per the document of proof of age submitted by you) & immediately on its completion, you will automatically cease to be the employee.
- 7) That this employment is subject to your being physically & mentally fit & remaining fit during your entire employment period. In case of your being found medically unfit, your services will be dispensed forthwith.
- 8) That this appointment is subject to your submitting the following documents immediately on your joining the duty:-
 - a) Your Medical Fitness Certificate from a registered medical practitioner.