

JIVIKA COLLEGE OF PHARMACY

Mail ID: jivikapharmacy18@gmail.com

Contact No.: 7054529999

Ref. No. JCOF/Appointment/2020/039

Date: 01/11/2020

To,
Ms. Sneh Lata Pal
Add- Vadiya Ka Purwa, Leelapur
Post-Puranpur, Pratapgarh (U.P.)
Contact No - 8787291570

SUB APPOINTMENT LETTER

Dear Ms. Sneh Lata Pal

With reference to your application and subsequent interview and on recommendation of the selection committee of "Jivika College of Pharmacy" and acceptance of offer from you, the Management Committee is pleased to appoint you for the Designation of "Lecturer".

Your CTC (Cost to the Company) will be Rs.15000/- per month including all allowances.

Following are the formalities, terms and conditions which have to be furnished at the time of joining.

1. Three recent passport size photographs, documentary evidence in proof of your date of birth, educational and professional and other technical qualification, relieving letter/ experience certificates of previous institutions or organization, salary slip of last salary drawn, photocopy of PAN card, Aadhar Card.

Address: Village Madaarpur(Kukra), Bharawan, Sandila, Hardoi, U.P 241202

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2. During the period of employment you will not engage yourself in any other employment outside the institute without the prior consent in writing by the institute.
3. You shall abide by all the rules and regulation of the institute as applicable and issued from time to time.
4. In the interest of the institute additional duties may also be assigned to you apart from the regular duties.
5. You shall not disclose, divulge or communicate information to any other person or persons relating to the activities of the institute during the period of employment or thereafter.
6. Your duty hours as informed.
7. The service may be terminated without any notice or compensation if found guilty in violation of code of conduct and discipline in the institute.
8. Termination of appointment on any ground other than disciplinary action will be after a notice period of the month or payment in lieu of that.
9. In case of resignation, One month prior notice shall be served before resignation, In case of inability to notify payment in lieu of notice period should be deposited.
10. We look forward to a faithful association with you in shaping the institute to its best.

(Dr. Amit Kumar)
Principal

Jivika College Of Pharmacy
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