

JAGANNATH COLLEGE OF PHARMACY

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Ref. No. 28F/JCP/Appointment Letter

Date. 01/07/19

Appointment Letter

Mrs. Shilpi Gupta
H.No-13, Gali No-08
Harbansh Nagar G2B.

Dear Mrs. Shilpi Gupta

As per our Advertisement Dated 20, January 2019 and reference to your application and subsequent interview with us on 02, March 2019, we are pleased to appoint you as Lab Technician/ Instructor or Equivalent in our Institute (Jagannath College of Pharmacy) on the following terms and conditions :

1. You will be required to maintain utmost secrecy in respect of, Institution's policies, Institution's patterns.
2. You will be required to comply with all such rules and regulations as the Institution may frame from time to time.
3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
5. You will be responsible for safekeeping and return in good condition and order of all Institution property, which may be in your use, custody or charge.
6. During the period of your employment with the Institution, you will devote full time to the work of the Institution. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, without the prior written permission of the Institution.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance

We welcome you to Jagannath College of Pharmacy family and look forward to a fruitful collaboration.

With best wishes,

Institution Name. Jagannath college of Pharmacy

Name: Mrs. Shilpi Gupta

Designation: Instructor

Hope it will be fine with you

Regards,



Add. NH. 58, Mohmmadpur kadim Road, Sikri Modinagar