

R.B. COLLEGE OF PHARMACY

Ref No: RB/HR/APP/2018/030

Date: 01/01/2018

APPOINTMENT LETTER

To:

Harish Vair
Surya HR Circle
Samsat Nagar, Balara Road
Kolla Chungi, Proddatur

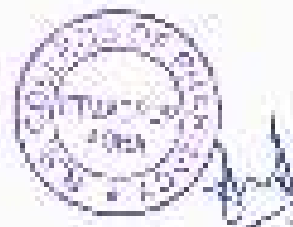
Mr. Harish:

With reference to your application for the post of Lecturer, we are pleased to appoint you on the post of Lecturer in RB College of Pharmacy, Proddatur, Agg salary as per PNH norms.

The appointment is subject to general conditions of service applicable to the employees of the institution at force and also included from time to time which may come into force in future, in addition to the following conditions.

Terms & Conditions:

1. Initially you will be probation period for 1 year from the date of joining. During Probation period your services can be terminated by giving 21 days' notice or salary in lieu of notice. However if you want to leave you have to give 30 days' prior notice or deposit one month salary in lieu of notice.
2. Your appointment is subject to further documents furnished by you. If at any stage any information or declaration given by you proves to be false or it is found that you have wilfully suppressed any material information you will be liable for removal from service without any notice, withdrawal and without receiving any compensation or other legal or statutory entitlements. Removal may deem necessary.
3. After the probation completion or probation period and two months of your performance by the Competent authority, your appointment will be confirmed subject to compliance of all the other terms and Conditions.
4. Payment of your salary will be subject to deduction of Income Tax under Income Tax Act and Rules through all your services in this institution, you will be governed by the Employees conduct rules if the institution may frame from time to time.
5. You will be eligible for leave in accordance with the laws or rules of the Institution and existing laws. All rules will be applicable and applicable to you. Leaves authorized under the rules and laws are permitted and will be awarded as laws without pay.
6. Your appointment is a full time service to the institution and it does not permit you to engage yourself in any consulting, professional, tutorial and/or any such other activities outside without permission of the Management as the case may be.
7. You shall not leave the Institution in the middle of session or before any pending completion of PQ/ACT/ET/ET (Business) / Sale Govt.
8. If residence is allowed to you in the institution campus, you will be required to reside at the place only and you will not be allowed to reside outside the institution campus.
9. The appointment is subject to your Annual Review.
10. In addition to normal teaching duties, you may be given any other assignments by the Management in any other departments as and when required. On first day of every month you will report to the Management, RB College of Pharmacy for signing the Joining Report.



11-2, Etmadapur, Agg
Mob: 8154027777, 8968009099
E-Mail: rbcp@rbcp.edu.in





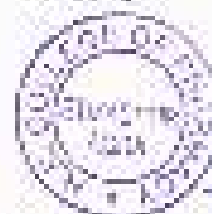
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13. On the date of joining duty, it is to be noted as you should bring the following original documents for verification.
- Copy of PG Degree and Thesis
 - All correspondence for the last 45 days
 - Residential qualification registration (Degree/Diploma)
 - Following order from the last institution
 - Experience Certificate and Thesis
 - Date of Birth proof (SSD, PAN, Mark II or Birth Certificate)
 - Photo ID card issued by Government of Andhra Pradesh (Rajasthan ID Card/State ID Card/UID)
 - Proof of residence (If a special Districty ID/Telephone Bill/Voter ID Card/ Ration)
 - PAN Card
 - Form-fifteen certificate issued from previous institution
 - Recent passport size photos - 4
14. The recruitment process will be closed immediately after the terms and conditions of your acceptance.
15. This appointment letter will be effective from the date of your joining.
Please sign and return one copy of this appointment letter as confirmation of your acceptance of the terms & conditions and arrange to meet at College of Pharmacy on or before given date.
We are looking forward to working with you.

Copy to:

1. Chairman, TSCF, Agra
2. Account Section, TSCF, Agra
3. HR Department, TSCF, Agra
4. Personal file of the candidate

Vice Chairman
TSCF, Agra



ACCEPTANCE

Candidate has read and accepted Terms & Conditions mentioned above in the Appointment Letter and declares his acceptance to the

Name:

Registration:

Department:

Post:

Place:

Signature:

