

Ch Sughar Singh Pharmacy College

Mob. 9720296702

Ref. ..CS SGN/166/24

Jaswant Nagar, Etawah

E-mail : csgijaswantnagar@gmail.com

Date..22/7/19.....

To,
Ms. Riya Mathur
Distt- Etawah, U.P.

APPOINTMENT LETTER

Subject- Offer of appointment on the post of Lecturer at Ch. Sughar Singh Pharmacy College

With reference to the selection/Screening committee, which considered your candidature at its meeting, held on 01/08/2019, your appointment to the post of Lecturer at Ch. Sughar Singh Pharmacy College has been recommended. The monthly salary in respect to this appointment will be 25,535₹. It is my privilege to send you this letter of offer which will be subject to the following terms & condition.

01. You are bounded to serve this institution at least at the end of the session.
02. I will follow all rules / regulations provided by the College Administration / management.
03. If college administration is not satisfied with my service. There will be no objection I am dismissed from the service.
04. If you resign from the college you must inform at least before one month.
05. If you do not do so, you will be deprived from your salary / experience certificate and other benefits provided by the college.
06. If your work has been found incomplete at the time of leaving the college Or found any mistake in responsibilities given by college, your salary will not be paid and deprived from any kind of benefits regarding college.

07. You are not allowed to take leave more than one day at one time. If you take leave more than one day at one time, that will not be counted as C/L but counted as an absent. You cannot take more than two C/L in one Month.

08. Total 14 C/L are granted in a session

09. Your appointment is temporary basis in the institution.

10. Only you are responsible for all documentation according to your post.

11. You will be required to join within Two Days from the issuance of this appointment letter, failing which the appointment will be stand cancelled. The relaxation in the period of joining may be sought from the Secretary if required.

12. Please sign and return the duplicate copy of this appointment letter as a token of your having accepted the appointment with the above terms and conditions.


Secretary
Ch. Subhan Singh Smithy
Jaswantnagar, (Etsmawat)

I hereby agree to accept the above mentioned appointment to the post of
Librarian, With all the terms and condition stated therein.


(Signature with date)