



SATYADEO COLLEGE OF PHARMACY

BORSIYA, FADANPUR, GHAZIPUR (U.P.)-233001

(Approved by A.I.C.T.E. & P.C.I. New Delhi, Affiliated to A.K.T.U. & B.T.E.U.P. Lucknow)

☎ : 7704905306, 9415356527 ✉ : sdcpgzr@gmail.com

Ref. SCP/2017/67/1

Date. 02/07/2017

To
Mr. Tej Pratap Singh
Village- Hasrenv, Post- Lohdan
District- Kaimur, Bihar

APPOINTMENT LETTER

Dear Sir,

With reference to your application and subsequent interview held on 2nd July 2017 the management committee is pleased to appoint you on the post of **Principal** in the **Satyadeo college of Pharmacy, Ghazipur** on the following terms and conditions:-

1. The nature of your appointment is regular basis.
2. You will be governed by the rules and regulations of the institute/AICTE/PCI/State Government/UP BTE.
3. This appointment can be terminated on one-month notice from either side. Or payment in lieu of that.
4. As a full time employee, will not engage yourself in any other employment outside the institute and you are required to abide by the rules and regulations of the institute in letter and spirit as applicable and issued time to time. Other terms and condition including service rules will be provide to you separately.
5. Your services are transferable to anywhere in the interest of the institute.
6. In case of your being found guilty of misconduct or violation of any of the conditions of appointment including the code of conduct and discipline of the institute, your services can be terminated forthwith without any notice or compensation in the lieu of that what so even.
7. In addition to your regular duties you may be assigned any other duty in the interest of college. You will also assist in admission of the students for this institute.
8. During the period of engagement the types of leave may be sanctioned to you.
 - a. Casual leave one day on each completed month of service during first year of service or 12 days in a year in subsequent year.
 - b. Sick leave 15 days in a year however during first year of service it is payable on pro rate basis. The sick leave payable on half pay. At source of deduction of income tax will be made on salary as per the Income Tax Rules.
9. You will be allotted a furnished accommodation if and when available in the campus. During this period you will be paid the monthly salary as per norms of AICTE/UP Government /BTE/Trust rule.
10. This offer/appointment Letter is purely temporary subject to approval of state Govt. and concerned approval bodies with a probation period of one year.

You are requested to join your duties before 31 July, 2018 and submit the joining letter at the time of joining.

Thanking you,


(Savitri Singh)
Chairman