



BHANMATI SMARAK COLLEGE OF PHARMACY

Managed by: Ram Awadh Foundation Trust

Near New Circuit House, Vijaygaon, Akbarpur, Ambedkar Nagar-224122 (U. P.)

E-mail: bhanmatipharmacy@gmail.com Website: www.bsmcollege.org.in

Phone No.- 05271- 245333 Mob.- 9415404263

Ref No.- BSCP/2019/02

Date:- 25th July, 2019

To,

Ms. Sadaf Fatima

Shahzadpur, Chowk, Akbarpur

Ambedkar Nagar, U.P. PIN- 224122

Subject: Appointment letter.

Dear, Sadaf Fatima

With reference to your application and subsequent interview held on 05.07.2019, we are pleased to offer you appointment as "Lecturer" in Bhanmati Smarak College of Pharmacy, Akbarpur, Ambedkar Nagar as per the terms mutually agreed upon. The terms and condition in brief are mentioned below:-

- a) You will be on probation for a period of one year.
- b) During the probation period you will be placed in the consolidated salary of Rs. 22,500/- (Rupees twenty two thousand five hundred only).
- c) You are advised to report for duty on or before **01.08.2019**.
- d) Your services are transferable to anywhere in the interest of the institute.
- e) In addition to your regular duties you may be assigned any other duty in the interest of institute. You will also assist in admission of the students for this institute.
- f) You are not permitted to leave during academic session. In case you leave, you will have to pay one month's salary. In case college asks you to leave, college will pay one month's salary to you.
- g) In case you are terminated due to legal action/in-disciplinary act, college is not liable to make any payment.
- h) Policy for resignation and termination is as under:-
 - I. One month notice must be served from either side.
 - II. 30th of June/31st of Dec are final/last date of serving the organization after resignation or termination.
 - III. A person who is resigning should inform latest by 31st May/30th Nov. Similarly college will inform a person to be terminated by 31st May/30th Nov. That gives one month notice period. If no resignation has been received during this period, it will be considered your willingness to continue in the job. Leaving after this period will automatically invoke clause no. (f). Also, you have to deposit one month salary as security to avoid sudden departure without notice. This may be deposited in two installments.
 - IV. One month security money will be returned back at the time of leaving/termination after completion of no dues.
 - V. A person may avail all his pending leaves during notice period.
- i) All the terms and conditions regarding your job, service rules, and code of conduct in Bhanmati Smarak of Pharmacy will be as per the bye laws of the trust and rules framed time to time, and will be binding upon you.

Looking forward towards long lasting association.

Yours Sincerely,

(Arvind Kumar)
Principal

I accept the above offer of appointment.

Signature of candidate: 

Name in block letters: **SADAF FATIMA**

Date: 25/7/19