

Rajeshwari Anil Kumar Mahavidyalaya (Pharmacy)

(Run by Nav Yuga Kayan Seva Sansthan)

Shahpur Ganga, Mallawan Hardoi (U.P.)

राजेश्वरी अनील कुमार महाविद्यालय

From:
Manager/Principal



Subject:

Ref No. *Rajesh/2021/40*

Date *26-11-2021*

APPOINTMENT LETTER

With reference to your application and subsequent interview held on 11/01/2021, the management committee is pleased to appoint you on the post of Principal in the Department of G. Pharm in our institution Rajeshwari Anil Kumar Mahavidyalaya Pharmacy as per the terms & conditions mentioned below.

- The nature of your appointment is full time.
- Your appointment will be effective from the date of joining.
- You will be paid the salary as per WTE/61E/PC scale.
- You have to fulfil all the duties and responsibilities given as per your designation and qualification.
- You will be bound by the rules and regulations of the institute, enforced from time to time.
- You will be on probation of one year, which may be extended to one year if your work is satisfactory after completion of one year probation.
- Leave policy will be as per state Govt. holiday, 12 casual leave and 12 earned leaves will be given in academic year and without prior permission leave will be considered as leave without pay.
- In case of indiscipline Poor performance & negligence of duties, your services may be terminated after one month notice.
- During the Academic Session you can't leave the institute but if you want to leave the institute in any reason after the academic session, one month prior notice will be required from your end.

You are requested to report for duties and submit the duplicate copy of this letter duly signed by you acceptance letter of the condition stipulated in this appointment letter.

Thanking you

(Signature)

 (Name of the Authority)
 (Designation)