

# श्री साईं बिहार एजिटिव (प्रा.)

बिहार के एक श्रेष्ठ शिक्षण संस्थान - 202001

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Mr. Mani Krishna Gupta  
 S/o. Shri Shri Kumar Gupta  
 Address-194, Narmadapal  
 G.T. Road, Aligarh

## Appointment Letter

Dear Sir,

With reference to your application and the subsequent interviews on 01.02.2018 we have pleasure in hereby informing that you have been selected for appointment as an **Principal** in our Institute Sri Sai RB Institute of Pharmacy, Sector, G.T.Road, Aligarh study in accordance with following terms and conditions:

- You will be paid as per pay scale 15000-16100 -CP 6600. Our organization follows system of annual appraisal of performance in the job and adjustments in the basic salary if anything made depending on such assessment.
- You must strictly comply with the rules, regulations, orders, and so-forth, which may be brought into force from time to time by the management of the Institute.
- If information of any matter in respect of your educational qualification, past-experience, age, employment, last salary drawn etc furnished by you found false or is correct your services will be terminated forth with without compensation or notice.
- You will devote yourself exclusively to the business and affairs of the Institute will attend the place of business in which you may assign during usual and customary working hours.
- Our working hours are from 9:00 am to 4:00 pm from Monday to Saturday.
- Your absence from work for a continuous period of more than 10 days without intimation and permission from the Institute in writing, shall be treated as "Voluntary abandonment of service" and you shall be deemed to have resigned from the Institute of your accord.
- While in the service of the Institute, you shall not undertake any other direct/indirect business employment or work.
- In case you desire to resign from post, you have to give (one month's) notice on one month's salary in lieu thereof.
- After confirmation either party will have the right to terminate this contract by giving one month's salary in lieu thereof.