



Sita Devi College of Pharmacy & Management

(Approved by PCI, AICTE New Delhi, Affiliated to Board of Technical Education, Lucknow)

Parijatdham, Barauliya, Barabanki - 225205

Abhishek Shukla
Director

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Ref. : 09/SDCPM/2019

Date : 01 December 2019

SAVITA SINGH
5/542 VIRAM KHAND 5
GOMTI NAGAR, LUCKNOW
UTTAR PRADESH 226010

Subject: Appointment for post of Principal in Department of Pharmacy

Dear Mrs. Savita Singh

We are pleased to offer you, the position of Principal at Sita Devi College of Pharmacy And Management on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 20th August 2013

2. Job Title

Your job title will be Principal (Deptt of Pharmacy), and you will report to Mr. Abhishek Shukla (Director)

3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

4. Place of posting

You will be posted at Barabanki Campus. You may however be required to work at any place which the College has, or may later acquire.

5. Hours of Work

The normal working days are Six. You will be required to work for such hours as necessary for the proper discharge of your duties to the College The normal working hours are from [9.30 A.M] to [5 P.M] and you are expected to work not less than [48] hours each week, and if necessary for additional hours depending on your responsibilities.

6. Leave/Holidays

6.1 You are entitled to casual leave of [14] days.

6.2 You are entitled to [12] working days of paid sick leave.

6.3 The College shall notify a list of declared holidays in the beginning of each year.