

Adhyayan Collage of Pharmacy

Sarbhauravi Bhami, Jalalpur, Ambedkar Nagar 2241483, P. U. India

Email : agijtp5@gmail.com, Mobile No.:- 9473597343, 6393174787

Ref. No. ACP/2020/28

Date 29/09/2020

To,

MISS. ANJANA SINGH

VARANASI, UP

**SUB: APPOINTMENT LETTER AS LECTURER IN ADHYAYAN COLLEGE OF PHARMACY JALALPUR
AMBEDKAR NAGAR**

Position/Designation: **LECTURER**

Department: **PHARMACY**

Dear Sir,

With reference to your Application/ Bio-Data and subsequent interview with us, we have the pleasure in offering you employment with us in the aforesaid position and department. This offer is subject to the terms and conditions mentioned Annexure 'A'.

Responsibilities:-

- You will be reporting to the Chairman/ or to any Heads as decided by the Authority.
- You will be required to do regular duties as decided and entrusted to you.
- You may also be given additional charges/ assignments as required, from time to time.
- You will maintain the confidentiality regarding any information with respect to your job and duties.
- You will solve academic and administrative problems as well as encourage students in all the academic and the developmental activities.

Salary:-

- Salary details during the probation period are mentioned in Annexure 'B'.

Joining Date:-

- You will have to join latest by 01/10/20, failing which this offer will stand cancelled.
- You are required to fill up 'Employment Eligibility Verification Form, (Annexure 'C') and a Declaration Form (Annexure 'D').

Terms and conditions:-

- You will have to devote the entire time to your work only in the institute as per instructions given.
- The society has the authority to terminate your services any time.
- You shall not leave the institute in the middle of semester; however, if you have to leave under any circumstances beyond your control you shall give one month notice/ one month salary in lieu of.
- You will be governed by the rules and regulations of the society/Institute, presently applicable and/or on the basis of changes made.
- You are requested to submit the photocopy of Degrees, Diplomas and Experience Certificates at the time of the joining.

Thanking you

Yours truly,

For Adhyayan College of Pharmacy

Secretary

