

Adhyayan Collage of Pharmcy

Surhorpur Road, Jalalpur, Ambedkar Nagar 224149(U.P.) India

Email : agilp5@gmail.com, Mobile No.:- 9473597343, 6393174787

Ref. No. ACP/OS/2019

Date 28/07/2019

To,

MR. ALOK KUMAR GUPTA
BARABANKI, UP

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

Position/Designation: PRINCIPAL

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 01/08/19, 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

Amin Chandra
Secretary