

Ref. No. DDGI/DDC/P/14/2020

Date: 27/1/2020

Mrs. Shubhangi Awasthi  
Address: 120/727- Lajpat Nagar  
Kanpur Nagar  
Mob.:9936727111

**Appointment Letter**

Dear Sir,

With reference to your application for employment & the subsequent interview you had with our selection committee, we are pleased to inform you that you have been appointed as **Lecturer** of the institution on the following terms & conditions. You are required to report for duty at the earliest but not later than **27/01/2020**, failing which this appointment will automatically stand cancelled & withdrawn. Your appointment will be effective from the date of your joining the duties with us. Presently you will be posted at **Dayanand Dinanath College of Pharmacy**, Hamirpur Road, Ramaipur, Kanpur Nagar

- 1) That you will be paid the consolidated salary of Rs. 12000/-.
- 2) That you will be on probation for a period of 1(one) year during which period your services can be terminated on 1(one) month's notice or 1 month's salary in lieu of notice on either side. However, your above probation period can be extended for another 1(one) year if your performance is not found satisfactory.

OR

That your present appointment is on contract for a period of 1(one) year from the date of your joining the duty & on expiry of the same it will automatically stand lapsed unless it is specifically extended.

- 3) That you will abide by the Rules, Regulations & Practices/ Policies of the institution.
- 4) That you will be governed by all the statutory Acts & Rules framed there under.
- 5) That you will follow the instructions of your superiors & in case of disobedience or gross negligence, your services can be terminated forthwith without any notice or without payment of salary in lieu of notice.
- 6) That you will perform your duties sincerely & wholeheartedly.
- 7) That you will maintain perfect discipline in the institution as per the code of ethics & disciplinary rules.
- 8) That your retirement age is 60(sixty) years (as per the document of proof of age submitted by you) & immediately on its completion, you will automatically cease to be the employee.
- 9) That this employment is subject to your being physically & mentally fit & remaining fit during your entire employment period. In case of your being found medically unfit, your services will be dispensed forthwith.
- 10) That this appointment is subject to your submitting the following documents immediately on your joining the duty:-
  - a) Your Medical Fitness Certificate from a registered medical practitioner.
  - b) Two certificates regarding your character from responsible persons (other than your relations).

*[Signature]*

