



R.B. COLLEGE OF PHARMACY

Ref. No. : RBCP/ Appt./2019/

Date : 04/01/2019

APPOINTMENT LETTER

To,

Arun Prakash Sharma
257, VIII, Nagla Hare
Kolara Kalan, Fatehabad, Agra

Mr. Arun,

With reference to your application for the post of Lecturer we are pleased appoint you on the post of Lecturer in RB College of Pharmacy, Etmadpur, Agra salary on as per PCI Norms.

The appointment is subject to general conditions of services applicable to the employees of the institution in force and as amended from time to time which may come into force in future, in addition to the following conditions.

Terms & Conditions:

1. Initially you will in probation period for 1 year from the date of joining. During Probation period your services can be terminated by giving 15 days' notice or salary in lieu of notice. However if you want to leave you have to give 30 days prior notice or deposit one month salary in lieu of notice.
2. Your appointment is subject to verification/documents furnished by you. If, at any stage any information or declaration given by you proves to be false or it is found that you have wilfully suppressed any material information you will be liable for removal from service without any notice whatsoever and without assigning any reason in addition to other legal or disciplinary action as the Institution may deem necessary.
3. After the successful completion of probation period and assessment of your performance by the Competent Authority, your appointment will be confirmed subject to compliance of the other terms and Conditions.
4. Payment of your salary shall be subject to deduction of Income Tax as per Income Tax Act and Rules.
5. Throughout your services in this Institution, you will be governed by the Employees conduct rules that the Institution may frame from time to time.
6. You will be eligible for leave in accordance with the leaves rules of the Institution and existing leave Policy will be applicable and acceptable to you. No unauthorised or un-approved leaves are permitted and will be counted as leave without pay.
7. Your appointment is a full time service to the institute and it does not permit you to engage yourself in any consulting, professional, tutorial and/or any such other activities outside consent/ permission of the Management as the case may be.
8. You shall not leave the Institution in the middle of session or before any pending inspection of PCI/AICTE/ BTE Lucknow/ State Govt.
9. If residence is allotted to you in the Institution campus, you will be required to reside at the place only and you will not be allowed to reside outside the Institute campus.
10. The appointment is subject to your Physical fitness.
11. In addition to normal teaching duties, you may be given any other assignment by the Management in any other department as an when required. On first day of your Duty, you will report to the Management, (RB College of Pharmacy) for signing the Joining Report.



[Handwritten Signature]

NH-2, Etmadpur, Agra
Mob. 8194027777, 9588005053
E-Mail : rbcop.agra@gmail.com



R.B. COLLEGE OF PHARMACY

12. At the time of joining duty in this Institution you should bring the following original documents for verification.
- Copy of UG Degree certificate.
 - PCI registration for UG and PG Degree
 - Additional qualification registration - Degree/Diploma
 - Relieving order from the last Institution
 - Experience/Service certificates
 - Date of Birth proof: (SSLC/HSS Mark List/Birth Certificate)
 - Photo ID proof issued by government authorities : (Passport/Pan Card/Voter ID Card/UID)
 - Proof of residence : (Passport/ Electricity Bill/Telephone Bill/Voter ID Card) if local
 - PAN Card
 - Form-16/salary certificate issued from previous employer
 - Recent passport size photos - 5
13. The management reserves right to amend, modify or alter the terms and conditions of your appointment.
14. This appointment letter will be effective from the date of your joining.
Please sign and return one copy of this Appointment Letter as confirmation of your acceptance of the terms & conditions and arrange to join the RB College of Pharmacy on or before given date.
We are looking forward to working with you.

Copy to:

1. Chairman, RBCP, Agra
2. Account Section, RBCP, Agra
3. HR Department, RBCP, Agra
4. Personal file of the candidate

Vice-Chairman
RBCP, Agra



ACCEPTANCE

Certified that I have read the Terms & Conditions as mentioned above in the Appointment letter and the same are acceptance to me.

Name : _____
Designation : _____
Department : _____
Date : _____
Place : _____
Signature : _____