

Ref. No. MCP/16/0024

Dated 01-01-16

Name- **PANKAJ KUMAR**

Address - **310, Moh. Noorpur, Sugar Mill, Deoband**

Saharanpur.

Appointment Letter

Dear sir,

1. With Reference to your interview held at our Head Office, we are pleased to inform you that you have been selected and appointed for the post of Assistant Professor at **Mahaveer College of Pharmacy**. You are advised to report at Mahaveer College of Pharmacy on.....
2. Your services will be governed by following terms and as per the requirement of the statutory bodies.

Terms & Conditions:-

- Your consolidated salary will be as per the AICTE guidelines.
- You will be on probation for six months from the date of joining.
- After probation period, on the basis of your performance in these months your employment would be regularized or your probation period might be extended.
- Your annual increment will be linked with your performance during the academic session.
- You will be permitted to avail the leave as per the leave policy of institution.
- You have to submit the two sets (photocopy) of your educational certificates and experience certificates along with your bio-data and 4 recent passport size photographs at the time of joining.
- In case you decide to leave on your accord, then you will give a minimum one month notice to the organization before the date of leaving or an amount equivalent to one month salary will be paid by you at the organization which is binding.
- You will be required to get your leave sanctioned in advance except in case of emergency.

Please sign on the duplicate copy of this letter signifying your acceptance of the terms and conditions enumerated above.

Director