



INSTITUTE OF PHARMACEUTICAL SCIENCES & RESEARCH (I.P.S.R.)

Approved by AICTE, PCI New Delhi and Affiliated to Dr. APJAKTU, Lucknow.

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(Established & Run by Saraswati Educational & Cultural Society, Lucknow, U.P.)

Ref No: IPSR/2019/1023

Date: 12/01/2019

To,

Mr. Shreshank Dixit

Vill. Chidauri

Kanpur, U.P. 209302

Subject - Appointment letter

Dear Shreshank,

We are pleased to appoint you in our organization on the following terms and conditions

1. Designation: Asst. Prof.
2. Your appointment will be effective from date of joining i.e. 12/01/2019 failing which this appointment will stand automatically withdrawn.
3. You undertake to work with full sincerity and faithfulness.
4. You may have access to the confidential information of the organization, such information must not be divulged without due authorization.
5. You will have to comply with the organization general rules and regulations.
6. You will strictly abide by the code of conduct of the organization.
7. You will obey the time-table and schedule of job/duty hours issued by the organization.
8. You are entitled to resign by giving a one month prior notice or in the case of termination; the organization will provide you with the required notice or pay till lieu of notice.
9. You are permitted to use the Institution's transport from the nearest point of pickup, on shared basis. Presently the Management is providing the facility free of cost, which will not be claim as a matter of right and Management can withdraw the facility at any time or deduct the transportation charge from your salary.
10. You will be entitled to avail leave in accordance with the rules of the organization.
11. You will do your best to maintain the decorum in the organization.

Please sign this letter to acknowledge your understanding and acceptance of the terms and conditions of the organization.

We look forward to a long and fruitful association with you.

I accept the Offer

Yours faithfully

Shreshank

(Signature of Candidate)

Chakraborty

Institute of Pharmaceutical Sciences & Research (IPSR)
Sohramau, Unnao.

Copy to:

1. Registrar I.P.S.R., Sohramau (Unnao)
2. Accounts department
3. Personnel file