



INSTITUTE OF PHARMACEUTICAL SCIENCES & RESEARCH (IPSR)

Approved by AICTE, New Delhi & U.P.E. New Delhi & Affiliated to Dr. APJ Abdul Kalam
Technical Institute of Advanced Studies & Research, Hyderabad (Autonomous) &
www.ipscr.ac.in

A Self-financing Institute, Hyderabad

Established & Run by Government Educational & Cultural Society, Hyderabad

Ref No: IPSR/HR/2024

Date: 10/05/2024

To,
Mr. Manoj Kumar
Marketing Executive (HR)
IPSR, Hyderabad

Subject: Appointment letter

Dear Mr. Manoj,

We are pleased to appoint you to the appointment on the following terms and conditions:

1. Designation: Marketing Executive
2. Your appointment will be effective from the date of joining (i.e. 20/05/2024) subject to the appointment will meet your minimum qualifications.
3. You will be required to produce your original certificates in support of your Date of Birth, Educational Qualifications, Employment Certificate and National Identity card documents.
4. You undertake to work with diligence and efficiency.
5. During your service as the marketing executive of the organization, your minimum work will be divided into regular hours.
6. You will have to comply with the organization's procedures and regulations.
7. You will be responsible of any work which may at the discretion of the Management be assigned to you.
8. You will strictly abide by the code of conduct of the organization.
9. You will carry out the duties and activities as they may be assigned by the organization.
10. You will use correct your proper procedure through writing assignments and form of a letter, memo, order, etc.
11. You are entitled to enjoy a long service leave leave as per the code of conduct. The organization will provide you with the required amount of leave.
12. You will be entitled to avail leave in accordance with the rules of the organization.
13. You are permitted to use the Institute's transport from the office premises up to the extent of the service. However, the Management is reserving the right to use your vehicle and to issue a number of rules and regulations and conditions. The details of the same will be provided to you upon joining.
14. You will be responsible for maintaining the documents of the organization.

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

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

Yours faithfully,

Director of IPSR

Yours faithfully,

Marketing Executive
Institute of Pharmaceutical Sciences & Research (IPSR)
Hyderabad, India

Copy to:

1. Registrar, U.P.E., Hyderabad (Class)
1. Accounts Department
1. Retention file