



UMALOK COLLEGE OF PHARMACY

Bhatipura, Garh Road, Meerut- (U.P)

College Code – AKTU-1035, BTE-1261

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www.umalok-college-of-pharmacy.webnode.com

RefNo.

Date:

To, Manoj Kumar
Will-Post Budhsaini
Baghat. 250606

Subject: **Appointment for the post of Assistant Professor at Umalok College of Pharmacy, Meerut, U.P.**

Dear Sir,

On your satisfactory performance in the interview with the management of Umalok Group of Institution, we are pleased to appoint you at the post of Assistant Professor at Umalok College of Pharmacy, Meerut, U.P. You are requested to report to the administrative office of the institute at the earliest.

You will be paid @ Rs. 19,000/- (Nineteen thousand Rs only) all inclusive per month as consolidated remuneration of your probation period of 6 months. During the period of probation, the appointment is terminable either by the management of the Institution or by you by giving one month notice or payment of remuneration in lieu thereof. On completion of the same you will be confirmed in the desired post as decided by the management and you should continue for at least for 12 months effecting from the date of joining, if not, experience certificate will not be issued. You should maintain discipline of the institute and carryout the instruction of your superiors for the interest and as may be required by the institute.

In case any information given or declaration by you is found to be false or if you have willfully suppressed any material, information relevant to this appointment, you will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

Your service will be governed by the rules and By-Laws applicable to Umalok College of Pharmacy employees. You will cooperate with the management to maintain the rules, regulation and discipline of the Institute.

You are requested to return us the signed duplicate copy of this letter as a token of your acceptance, along with the following documents:-

- A. Certificates in support of your educational professional qualification, experience, date of birth, Aadhaar card, I.D. proof (Pan Card, Voter I.D and Passport) and other testimonials in original together with copies thereof.
- B. Four copies of your recent passport size photographs (preferably color)
- C. Relieving letter from your last employer in case you are/were employed.

We wish you a great success in the forthcoming venture with us.

Authorized Signatory

Copy forwarded for information and necessary action to:

1. Chairman's office
2. Accounts section
3. Office copy