



Smt Champa Devi Shiksha Prashikshan College

Thous (Mainpur), Pat, Saharwan, Gorakhpur, U.P., PIN- 273 209
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Date: 08/08/2020

Sl. No. DCDSPE - 08/2020/05

AMRENDRA KUMAR PASWAN

Gorakhpur

Sub: Appointment Letter

Dear,

AMRENDRA KUMAR PASWAN

With reference to our for appointment and your subsequent acceptance of it, you are hereby appointed at our Institute "SMT CHAMPA DEVI SHIKSHA PRAKSHISAN COLLEGE, Dept of Pharmacy" with effect from 10/08/2020 on the following terms and conditions:

1. **Designation:** Lecturer
2. **Place:** Gorakhpur (U.P)
3. **Emoluments**
Your consolidated salary will be as per AICTE norms.
4. **Rules and Regulation**

You will abide by all rules and regulations of the Institute as may be enforced by the management from time to time and will report to the undersigned. The management reserves the right to modify, alter or delete existing service rules or to introduce fresh service rules which will be binding upon you.

In addition to your regular duties, you may be assigned any other duty in interest of the Institute.

5. **Service**

You will be a full time employee of the Institute. You will not engage yourself directly or indirectly in any service or be concerned in any manner, in any business other than that of the Institution and shall not associate yourself, not let your work name or personality be used by any other Institution/Organization without the express consent of the management.

6. **Confidentiality**

As a part of your duty and otherwise, you will come across many confidential matters. You will treat as confidential the information/affairs of the Institute and will not divulge to any person, firm or institute or company, any information that may come across during the tenure of your services with the Institute and thereafter.

(Handwritten signatures)

7. Leave

Casual, Medical, Privilege and any other leave will be as per Institute service rules.

8. Termination of Services

The management reserves the right to terminate you services on giving you one month notice or payment of salary in lieu thereof. Similarly you will be at liberty to resign from the service upon one month's notice or payment of salary in lieu thereof.

9. Retirement

You will automatically retire without any notice on your reaching the age of 65 years. Should you continue in service even after attaining the age of retirement, you can be retired thereafter by giving you one month's notice or salary in lieu thereof.

10. Handing Over of Charge

Upon completion of your tenure or severance of relationship for one reason or another, you will hand over to the undersigned all papers documents which may at time be in your possession pertaining to affairs of the Institute and will not retain any or extracts there from.

In case the terms and conditions are acceptable to you, please sign the duplicate copy of this appointment letter in token of your having understood and having accepted the same.

Your faithfully,

.....
Sarita Dubey
Secretary/Manager
Sarita Dubey
- प्रमुख -
दीक्षी अन्वय देवी शिक्षण प्रतिष्ठान कार्यालय
12/12, विठ्ठलपुर, बडवन्नाधी, मोरबापुडा

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