



Ref No. MCP/AL/PHARMACY-2019/002

Date. 25.02.2019

To,

Ms. Ankita Gupta W/o Mr. Saksham Gupta
H.No.449/B,CP Mission Compound
Jhansi (U.P.) 284003

Appointment Letter

Dear Madam,

With reference to your application and subsequent interview held on 03-02-2019, we are pleased to appoint you as a **Lecturer** in the department of **Pharmacy** at Modern College of Pharmacy Kochhabhanwar Jhansi, with effect from the date of joining. The appointment is probationary for the period of one year, which can be extended depending upon your performance to the satisfaction of the management. Other conditions shall be as follows:

- Your Pay Scale is as per VIth Pay Commission.
- Either side can discontinue the service without assigning any reason on a notice of one month or salary in lieu of the notice. The decision whether to accept the notice or deduct a month salary in-lieu shall be that of management. You have to submit a NO DUES certificate from all the Department/Sections/Library/Computer center of the college for getting the relieving orders. However you are not to leave in the middle of the semester. No leave is admissible during the notice period even if your entitled leave is unused.
- You will report to and work as per the instructions of the **Director/Principal** who would be reporting to the Management. You will also abide by all Rules and Regulations of the college as approved by the Management from time to time. You will treat all important & secret information concerning the affairs of the college as confidential.
- You will be coming for work as per the institute timings. However these timing may keep varying as per the requirement of the institute, which shall be communicated through circulars/notices on notice boards.
- Besides your primary duty you may be required to perform the other duties in addition in the interest of college. Compensation shall be made for this.
- The deductions from your salary towards the income tax will be made as per rules.
- Leave is a privilege and NOT A RIGHT. You will be entitled as per the leave rules of the college notified from time to time.
- Upon discontinuation of relationship for one reason or other, you will hand over to the person nominated by the Director all paper and documents relating to the affairs of the college which may at that time be in your possession and you will not retain any copies or extracts there from.
- You are being appointed as a full time employee of the college, and therefore, you shall not undertake any educational or organizations assignment either on honorary basis or otherwise without written consent of the Management.

You are required to send your acknowledgment with consent and expected to join at the earliest.

With best wishes


Director