

# SHIVBALI SINGH GROUP OF EDUCATIONAL AND TRAINING INSTITUTE COLLEGE OF PHARMACY

Itraura, Malwan - Fatehpur

Sendar,  
Manager/Principal

To,

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.....

Ref. : SBS/Academic/2019/19

To,

ARTI GAUTAM  
(Lecturer)

Date... 01/06/2019 .....

Subject: Appointment Letter

Dear sir/Madam,

With reference to your application for the position of Lecturer and subsequent interview, we are pleased to appoint you as following terms and condition:

1. You are appointed in the scale of Rs.8000-275-13500 plus allowances
2. You are appointed as lecturer in the college of pharmacy.
3. You will be a full time employee of the college. Thus your will not undertake any assignment either on honorary basis or otherwise without written consent of the management of the Institute
4. In addition to take lecture/tutorial/practical classes as assigned to you, your job responsibility shall include student assessment, evaluation resource material, laboratory development/collage/hostel administration and any other work assigned to you by competent authority.
5. Your performance will be evaluated on the basis of teaching skills and services offered to the college.
6. You will be probation for a period of one year initially which can be revised depending upon you performance. After satisfactory completion of probation, your service will be regularized. During the probation your service can be terminated without any notice.
7. Once regularized, the terms and condition of the service can be followed in order to resignation of employee with month prior notice to the employer or surrender of one month salary in lieu thereof.
8. You may be abiding by HR policy of the Institution and any changes made, shall inform time to time.

Thanking you,  
Principal  
Yours faithfully,  
Shiv Bali Singh  
Principal  
PRINCIPAL  
Shiv Bali Singh Group of Educational and Training Institute College of Pharmacy  
Itraura, Malwan - Fatehpur

JOINING LETTER

From

Arati Gautam  
(Lecturer)

To

The Principal  
SBS College of Pharmacy

Subject: Joining Letter

This is with reference to your letter number SBS/academy/ dated 01/06/19 herewith I am joining  
this college from 01/07/19 2019/19

Signature: Arati

Name: Arati-gautam