



M.D. COLLEGE

Village Amarsanda, Kursi Road, Barabanki-UP
Ph.: (05240) 273515-16, 7388888790

Ref No. : MDC/APP-LO3/2021

APPOINTMENT LETTER

Date 18/01/2021

TO

Aditya Singh

SS-II 1629 Sector-D1, Ram Manohar Lohiya Vidhi Sansthan, LDA Colony
Lucknow-226012

Dear Ma'am

1. With Reference to your application, we are pleased to appoint you for the post of faculty in the department of Pharmacy.
2. As per the recommendation of the selection committee. You are required to join the Institute latest by 01st Feb 2021
3. The terms and conditions for the services to the post offered to you have been explained in detail at the time of interview and subsequent discussion for which we have already received your acceptance.
4. You are required to submit your educational documents.
5. You are entitled to take 12 Casual Leaves in a year but you can not avail any type of leave before 4 months, if availed that will be treated as Leave without pay although these past leave will be forwarded to your account respectively.
6. You will be on probation for a period of one year, which can be extended to a maximum of another one year subject to your conduct & performance.
7. As per rule your services can be terminated at any time with one month notice or with one month advance salary.
8. You will be reporting to the Director, M.D. College and will act as per his directives from time to time or as policy of the management for the betterment of the Institute.
9. One month prior notice or one month salary (in case you want to leave without notice of one month) will be required before leaving the job, failing which the appropriate action will be taken against you.



Barabanki