

AVADH COLLEGE OF PHARMACY

Nindura, Fatehpur, Barabanki

Ref. No: ACC/08/18.....

Date: 01/08/18.....

Sub:- Appointment Letter

Dear,

Ms. Rehana Khatoun

With reference to our offer for appointment and your subsequent acceptance of it, you are hereby appointed at our institute "AVADH COLLEGE OF PHARMACY, Nindura, Tehsil- Fatehpur, Kursi Road, Barabanki (U.P.) with effect from 01/08/2018 on the following terms and conditions.

- 1. Designation** Lecturer
- 2. Place** Village & post Nindura, Tehsil- Fatehpur, Kursi Road, Barabanki (U.P.)
- 3. Emolument** Your Basic Salary is as per the BTE, U.P. and A.I.C.T.E., New Delhi Norms
- 4. Rules and Regulations:**
You will abide by all rules and regulation of the institute as may be enforced by the management by 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 rule. In addition to your regular duties, you may be assigned any other duty in interest of the institute.
- 5. Service:**
You will a full time employee of the institute. You will not engage directly or indirectly in any service or be concerned in any manner, in any business other than that of the institute and shall not associate yourself, not let your work, name or personality be used by any other institute/ 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 you may come across during the tenure of your service with the institute and thereafter.
- 7. Leave :**
Casual, Medical privilege and any other leave will be as per the institute service norms.