



HILLWOOD MEDICAL SCHOOL

Ref. No. HM/S/APP/2020/10

APPOINTMENT LETTER

Date 02/02/2020

To,

Km. Niharika Singh

Subject: - Appointment Letter for the Post of Lecturer in Department of Pharmacy

Dear Sir,

With reference to your Bio-Particulars and application, we are pleased to inform you that on the basis of testimonials, we are pleased to appoint you as Lecturer in the Department of Pharmacy of Hillwood Medical School on regular basis. The appointment is subject to the conditions given below:-

1. You will be entitled for the salary as per rules and regulations of the Institutions.
2. The appointee may be permitted to resign three month prior notice or by paying three month's basic salary.
3. The appointee shall be full time employee of this institute and such shall not engage his / her in any private tuition nor shall involve in any private business, trade or profession. You will have to work exclusively for our college and you will not take up any assignment even on part-time basis.
4. You will be responsible for diligently and faithfully work towards our college.
5. You will be allowed holidays, as may be prescribed by the Institute.
6. You will be abiding by the rules/order/regulations of the Institute.
7. You will be maintaining college timings and other rules, which are in force, as on today & which will be applicable from time to time in future.
8. Increment / salary revision or any addition will be made at the time of annual review at the discretion of management on the basis of performance of the duty.
9. The management reserves the right to terminate your services in the event of indiscipline or working against the interest of the institution.
10. Relieving certificate from the institution where candidate has been working or proof of superannuation, whichever is applicable.


Authorized Signatory