

To,  
Dr. Pushendra Kumar Jain  
1093, M Block. Jain building  
Kakadeo, Kanpur  
208019

Dated 03-06-2020

**Subject: Offer Letter for the Post of “Director” at “Zee College of Pharmacy, Unnao”.**

Dear **Dr. Jain**

This is in reference to your application and subsequent interview for the post of **Director** at **Zee College of Pharmacy, Unnao**, a unit of **GGES Education Group**, the Management is pleased to make you an offer for the above mentioned post, on the terms and conditions as follows:

You shall be required to join the institute on or before **01-07-2020** .

**Remuneration:**

As discussed and finalized

**Other Terms & Conditions:**

1. On the date of joining, please bring the following documents for verification/submission:
  - Original and attested copies of your Educational certificates (UG/PG/Professional etc.)
  - Relieving Letter/Experience Certificates from your previous employer
  - Salary Certificates from your previous employer and bank statement
  - Four passport size recent photographs
  - Copy of Adhaar card
  - Medical Fitness Certificate
  - Copy of PAN Card
4. You are being offered the Post on the presumption that the particulars furnished by you in your Application and/or Bio-data and documents are correct. In case they are found to be incorrect or that you have concealed or withheld some other relevant facts, this offer letter shall stand automatically terminated/cancelled without any notice.
5. As per the institute policy the probation period applicable to you will be of 12 months, extendable by another 12 months depending upon your performance.
6. The services may be terminated from either side by giving one month notice in writing or one month's salary in lieu of the notice period without assigning any reason thereof.

7. The detailed appointment letter shall be given to you on joining the institute.
8. All the rules and regulations of the institute shall be binding on you as applicable to your employment category.
9. This offer is subject to verification of all required testimonials and document in support of qualification and experience.
10. If the offer is acceptable, kindly return back the duplicate letter duly signed, acknowledging the acceptance of the offer.

## We Welcome You to Family of GGES Education Group

With Regards



Joint Secretary  
GGES Education Group