



SUMITRA COLLEGE OF PHARMACY

(Approved by AICTE & PCI, New Delhi)
(Affiliated to Board of technical education, Lucknow)

Ref. No. SCOP/2020/

Date 27-08-2020

Mr. Anand Singh,

1011 Jay Kishore Singh,

24B Hazratganj, Lucknow, U.P.

Sub: Letter of Appointment

Dear Sir,

Please refer to your application, interview & discussion with us, we are pleased to offer you the appointment with us as Lecturer in Sumitra College of Pharmacy on the following terms and conditions:

- 1. Joining:** Institute shall employ you as Lecturer from 01/09/2020 on full time basis. You shall submit joining report to HR Deptt. on your taking charge of duties & responsibilities.
- 2. Remuneration:** During the period of your employment, Institute shall pay you a monthly salary as 15000/-
- 3. Probation & Confirmation:** You will be on probation for a period of one year, extendable twice by 3months each. Your services shall be considered confirmed if and only if communicated in writing.
- 4. Confidentiality:** In performing your duties, you may be exposed to confidential information and documents of Institute. You shall not divulge any such information, either directly or indirectly at any time, in any form to any party not authorized or privy to such information or documents.
- 5. General Conduct:** You are expected to devote yourself in the cause of Institute with full efficiency, honesty, commitment and integrity. If at any time, in the opinion of the management, you are found guilty of dishonesty, negligence or indiscipline, or violation of any of the terms of this appointment letter, your service shall stand terminated without any notice or compensation there of. Your services will be governed by the service rules as applicable and amended from time to time.
- 6. Resignation:** You may resign from the services of Institute by giving one month notice in writing or one month salary in lieu thereof. On termination/resignation, you shall hand over all the assets of the college in good condition to the authorized person and obtain NOC for the same.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign the duplicate copy as a token of your having understood and accepted these.

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Sincerely,

For Sumitra College of Pharmacy

[Authorized Signatory]

Haiderganj Bazar, Khapradih, Ayodhya-224205 (U.P.)