



Ref. No.: SCP/CP/ADN/01/2017

Date: 20/07/17

APPOINTMENT LETTER

To,

Mr. Neeeraj Kumar
Vill.-Munjapur,
Post-Masauli
Distt-Barabanki (U.P.)

With reference to your application and subsequent interview held on 09-07-2017, the management committee is pleased to appoint you on the post of **Principal** in the Department of **D.Pharma** in our institute **Samarpan College of Pharmacy** as per the terms & conditions mentioned below:

1. The nature of your appoint is full time.
2. Your appointment will be effective from the date of joining.
3. You will be paid the salary as per AICTE/BTE/PCI norm.
4. You have to fulfill all the duties and responsibilities given as per your designation and qualification.
5. You will be bound by the Rules and Regulations of the institute, enforced from time to time.
6. You will be on probation of one year which may be extended by one year if your work is satisfactory after completion of one year probation.
7. Leave policy will be as per State Govt. holiday, 12 casual leave will be given in academic year and without prior permission leave will be considered as leave without pay.
8. In case of indiscipline, poor performance & negligence of duties, your services may be terminated after one month notice. In case you want to leave the Institute, one month notice will be required from your end.

You are requested to report for duties and submit the duplicate copy of this letter duly signed by you acceptance letter of the condition stipulated in this appointment letter.

Thanking you,

Chairman

अध्यक्ष

बनारसी फार्मसी

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बनारस