



GAUTAM BUDDHA COLLEGE OF PHARMACY

(Approved By PCI and AICTE)
(Affiliated to BTE, LKO. Code 2025)

Ref.: CRPF/AE/28/2019

Date:

Appointment Letter

Dear,

Mr. Raju Gautam

With reference to your application and subsequent interview with us, we are pleased to appoint you as an "Principal" in our organization. However organization reserves right to change the roles from time to time depending on the priorities of the organization.

1. Your total emoluments will be Rs. /-(Gross Salary) per month.
2. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you after appointment.
3. You will be required to maintain utmost secrecy in respect of data, documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Organization's policies, Organization's patterns & Trade Mark and Organization's Human assets profile.
4. You will be required to comply with all such rules and regulations as the Organization may frame from time to time.
5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the organization shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Organization having dealing with the organization and if you are offered any, you should immediately report the same to the Management.
7. You will not engage yourself in any work or profession paid or unpaid or study course either full time or part time without prior written permission of the management.
8. The notice period for leaving/terminating services shall be one month on either side.
9. Presently the place of work will be in Lucknow, but during the course of the service, you shall be liable to be posted / transferred anywhere (any branches of the organization or its group) to serve any of the Organization's Projects or any other establishment in India at the sole discretion of the Management.
10. You will not utilise or disclose to any person or persons or competitors any data in any form, pass words, trade practices or know how of the organization. If you found to be engaged in any activities which in the opinion of the management will be detrimental to the interests / policies of the organization the management will be at liberty to terminate your services without further notice.
11. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.



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12. Absence for a continuous period of ten days without prior approval of your superior (including overtime on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

13. You will be eligible to the benefits of the Organization's Leave Rules on your confirmation in the Organization's Service.

14. During the period of your employment with the Organization, you will devote full time to the work of the Organization. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Organization.

15. Your Appointment is entirely for the period commencing from..... 30/.....

16. During tenure of your service, you shall not apply for any kind of job for pursuit without the prior permission of the appointing authority.

17. Be it clearly understood that as a contractual employee you will not have the status of a regular neither employee nor you be entitled to all benefits/privileges of regular employee.

You will be responsible for safekeeping and return in good condition and order of all Organization property, which may be in your use, custody or charge. Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to the GAUTAM BUDDHA COLLEGE OF PHARMACY, Gauri Road, Near CRPF Camp, Lucknow-226002, family and look forward long and fruitful association for mutual benefit. We wish you the very best of luck and success.

With best wishes,

For GAUTAM BUDDHA COLLEGE OF PHARMACY

Authorized signatory.

Offer Acceptance.

Gautam Buddha College
of Pharmacy, Lucknow

Date:-