

HAFIZ ABDUL HAKEEM MEMORIAL TRUST**(BEING A CHARITABLE TRUST UNDER INDIAN TRUST ACT)**

President

MOHAMMAD USMAN

Mob. 9731117786



Secretary

MOHAMMAD INTAZAR

Mob. 82884111

Ref. No. HA/DMT/172019

Dated, 13/11/2019

To,

MR. IMRAN SAJI**Subject: Appointment LETTER for the Post of Principal in A.H.M. COLLEGE OF PHARMACY.**

Dear Sir,

With reference to your Bio-Particulars and application, we are pleased to inform you that on the basis of meritocrats, we are pleased to appointment you as Principal in the A.H.M. COLLEGE OF PHARMACY on regular basis. The appointment is subject to the conditions given below:-

1. You will be entitled for the salary with the basis of Rs. 15000-20100 with AOP of Rs. 5000 gross Rs 27700.00/- monthly.
2. Subject to the approval from the MANAGEMENT SOCIETY.
3. TDS, any other statutory tax, if applicable will be deducted at source. You are advised to keep the account officer informed of your savings and investments for the purpose of calculation of TDS.
4. The appointee may be permitted to resign with one month prior notice or by paying one month's basic salary.
5. The appointee shall be full time employee of this Institute and such shall not engage his / her in any private business 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. You will be diligently and faithfully work for our college/hospital.
6. You will be allowed weekly off and other holidays, as may be prescribed by the Institute.
7. You will be abiding by the rules/regulations of the Institute/SOCIETY/State government.
8. You will be maintaining college things and other rules, which are in force, as on today & which will be applicable from time to time in future.
9. 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.
10. The management reserves the right to terminate your services in the event of indiscipline or working against the interest of institution.
11. Following certificate from the institution where candidate has been working or proof of superannuation, whichever is applicable.
12. If the above-mentioned terms & conditions are acceptable to you. Then send acceptance letter to us.

Authorized Signatory

