



HILLWOOD MEDICAL SCHOOL

Ref No: HRS/APP/2024/193

APPOINTMENT LETTER

Date: 13/09/2024

To:
Mr. Rishan Chandra

Subject: Appointment Letter for the Post of Lecturer in Department of Pharmacy
Dear Sir,

With reference to your bio-data, letters and application, we are pleased to inform you that on the basis of testimonials, we are pleased to appoint you as Lecturer in the Department of Pharmacy of Hillwood Medical School on regular basis. The appointment is subject to the conditions given below:

1. You will be employed for the salary as per rules and regulations of the institution.
2. The appointment may be permitted to resign after three months of joining or by giving three months' basic salary.
3. The appointee shall be full-time employee of this institute and shall not engage his/her in any or more tuition or 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.
4. You will be responsible for diligently and faithfully work towards our college.
5. You will be allowed holidays, as may be prescribed by the institute.
6. You will be abiding by the rules/conditions/regulations of the Institute.
7. You will be maintaining college timings and other rules, which are in force, as an rule & which will be applicable from time to time in future.
8. 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.
9. The management reserves the right to terminate your services in the event of indiscipline or working against the interest of the institution.
10. Relieving certificate from the institution when a candidate has been working on basis of superannuation, which will be applicable.


Authorized Signatory