



Dr. M. C. Saxena College of Pharmacy

(Approved by AICTE & PCL Min. of HRD, Govt. of India & Affiliated to U.P. Technical University, Lucknow)

Ref: MCSCOP: Appoint: L: 2020

Dated: 10. 08. 2020

Ms. Manisha Mishra,
R/o MS-64, Sector-D,
Aliganj, Lucknow-U.P.

Dear Ms. Manisha Mishra,

With reference to your application and subsequent interview/discussions you had with us, the management is pleased to appoint you as Lecturer (D.Pharm) on a consolidated salary of Rs.18,000/- per month.

- 1) You are on probation for a period of six months which may be extended or curtailed at the sole discretion of the management.
- 2) Your performance will be reviewed during the probationary period and if found fit to be absorbed in the College as a regular employee, you will be regularized by means of a letter. If no such letter is issued, it shall be deemed that your probation has been extended on month-to-month basis.
- 3) You shall be assigned the duty, specified by AICTE vide their letter no. F. No. 1-65/ CD/ NEC/99 Dt. March 15, 2000 – clause 10, Appendix IX F (Enclosed as annexure to this letter). The duty time shall be regulated in accordance with the rules prevalent from time to time and your attendance will be marked daily.
- 4) You will be governed by the rules and regulations laid down in CCA & CCS and also of the college as may be amended from time to time. But in case of gross misconduct or violation of any of the rules, your appointment will be terminated forthwith without any notice. In case of any dispute, the decision of the College Society shall be final & binding on both the parties.
- 5) During the probationary period, your services can be terminated at any time without assigning any reason. In case you leave the organization during probation, you are required to give one month's notice or the payment in lieu thereof, after regularization, 3 month's notice or payment in lieu thereof is to be paid by either parties. However no resignation will be accepted during the mid sessions.
- 6) You will be the whole time employee of this organization and shall not engage yourself in any work similar or other nature either honorary or otherwise during the period of your employment with us, without written permission of the Management.
- 7) In case of any change in your address, during the course of your tenure with us it shall be your duty to intimate the management in writing within three days from the date of such change. In case the changed address has not been communicated to the Management the communication sent to your recorded address will be treated as delivered and accepted, even if it has been returned. You are also required to accept the communications given to you by the college at any time and will not object to receive it.

Dr. M. C. Saxena College of Engg. & Tech. • Dr. M. C. Saxena Institute of Engg. & Management • Dr. M. C. Saxena College of Education • Dr. M. C. Saxena College of Medical Sc

MBBS

B.Tech

B.Pharm

B.Ed

M.B.A.

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