

Ref. G-11PS/HR/01/14/00

Date. 22/01/14

To,
Mr. Ajay Kumar Verma
H.No. 1138 Sector - 19
Indira Nagar,
Lucknow (UP) - 226016

Sub: Appointment Letter

Dear Ma'am,

1. With reference to your application we are pleased to appoint you for the post of faculty in the department of Pharmacy as per the recommendation of the selection committee. You are required to join the institute latest by 22 January 2014.
2. The terms and conditions for the service to the post offered to you have been explained in detail at the time of interview and subsequent discussion for which we have already received your acceptance.
3. You are required to submit your original document (20% of 1st month salary and 10% of salary thereafter up to sum of one month salary as security, this will be retained & released after completion of eleven months of your services.
4. You will be on probation for a period of one year, which can be extended to a maximum of another one year subject to your conduct & performance.
5. As per rule your services can be terminated at any time with one month notice or with one month advance salary.
6. You will be reporting to the Director, Goel Institute of Pharmacy & Sciences and will act as per his directives from time to time or as policy of the management for the betterment of the Institute.
7. One month prior notice or one month salary (in case you want to leave without notice of one month) will be required before leaving the job, failing which the appropriate action will be taken against you.

(Dr. Amresh Gupta)
Director

CC to:

1. Chairman Sir, for Kind Information Please.
2. The Registrar Office
3. The Accounts Section
4. Personal File
5. Concern Person

(Dr. Amresh Gupta)
Director