



SARASWATI

COLLEGE OF PHARMACY

LIDA, Madhu Vihar, P.O. Asha Khera, NH- 25, Lucknow- Kanpur Highway, Unnao (UP)-209859
Tele no: 0515- 3510001

Ref:SCP/Director Office/Notice/2021-22/034

Date: 20/12/2021

Vipul Kumar

Vill- Narayanpur Khurd
Dist- Gorakhpur

Ref: APPOINTMENT LETTER.

I am pleased to inform you of your appointment as a **Lecturer** at **Saraswati College of Pharmacy**, we are glad to offer you employment on a permanent basis.

You are requested to join the institute w.e.f. 30/12/2021

You are expected to adhere and comply with the institute policy and guidelines.

Normal working hours are from 8:00am to 4:00pm with a lunch break of 1 hour from 01:00-2:00pm depending on your Lecture' timetable.

You are expected to maintain a good relationship with students and your colleagues and support staff.

Amendment and addendum of this contract shall be in writing and shall take effect as agreed by both parties.

As per Institute policy after resignation you have to serve 1 month notice period.

Please indicate your acceptance of this letter by signing a copy of this letter and return it to the HR Office.

Sincerely,