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Date- 07/12/2021

Appointment Letter

To

Ms. Sabeeha Anjum
D/o Mr. Jameel Ahmad
56. Daulatpur Qauzi, Tanda, Ambedkarnagar

Subject: Appointment for the post of Librarian

Mam,

1. In response to your application for the post of Librarian. Management of Qadar Ahmad Khan College of Pharmacy is pleased to appoint you on the post of Librarian. You shall be paid salary as per college / Trust rules and regulation applicable from time to time. Your services are governed by rules & regulation, code of conduct for staff, in force from time to time as agreed by you.
2. The college reserves the right to terminate your services without assigning any reason till such time as your services are confirmed. Your services will have evaluated on basis of performance. In case your services are found satisfactory, the college may consider conformation of your services.
3. After confirmation your services may only be terminated from either side by giving one month's notice or one month's salary in lieu of thereof.
4. If you accept the appointment as per the terms and conditions mention above kindly intimate in writing the acceptance of your appointment.
5. Your presence will be required in the college for full working hours. You will be joining duties on and when desired by authority. You are requested to submit the following documents before joining the duties otherwise appointment will be treated as cancelled automatically.
 - Confirmation of Mark sheets / passing Certificates
 - Last Salary drawn certificate if any
 - Medical Certificate from the authorized Govt. Doctor in regard Sensitivity to any Drug/eye sight / allergy etc.
 - Police Verification Report in regard to address confirmation & involvement in any case.
 - Address proof, Xerox copies of Passport, Ration Card/Voter ID Card/Driving License if any

Sabeeha

Signature of candidate

Qadar Ahmad Khan

Your' faithfully

Director