



Anjali College of Pharmacy and Science <acps.rngi@gmail.com>

offer letter

Monika Bhrigu <academic.rngi@gmail.com>

Wed, May 25, 2022 at 1:10 PM

To: krisjainsafeshop2lakh@gmail.com

Cc: Anjali College of Pharmacy and Science <acps.rngi@gmail.com>

Dear Ms Kris,

With reference to your application for the post of Assistant Professor at Anjali College of Pharmacy and Science, and subsequent interview held on 20.05.2022, we are pleased to inform you that you have been selected for the position of Assistant Professor at Anjali College of Pharmacy and Science, Agra-Firozabad Road, NH-2, Etmadpur, Agra, Uttar Pradesh 283202, by the Selection Committee as per the terms and conditions discussed and agreed upon. You are, therefore, required to join your duty w.e.f. **18.07.2022 (Monday)** at 9:30 am. Kindly see below for a broad view of terms and conditions of your employment with us.

1. Your consolidated salary is Rs. - per month. Salary is NEFT'd into your account on 15th of each following month as per your attendance.
2. You will be given 12 CL's (paid) annually. No CL will be allowed in the first month of joining. Henceforth, 2 CL's can be taken in a month with prior approval from the designated authority.
3. Security deposit of 1 month salary is mandatory and it can be deducted 10-15% each month from the salary until one month salary is received in the College's account in your name. This security deposit is fully refunded interest free with your last month's salary after your resignation if all the conditions of resignation are adhered to as listed in the Employee Handbook which is mainly completing the ongoing academic session and giving one month notice period.
4. If you are not able to do the work satisfactorily and in a timely manner, then the College has the right to terminate your employment without giving you any notice period.
5. Other terms and conditions as listed in the Employee Handbook which will be given to you on the day of your joining.

Also, kindly submit **two sets of self attested copies** of following documents on the day of joining to start your hiring paperwork:

- a) CV
- b) PCI Registration
- c) Ph. D Degree (If applicable)
- d) M.Pharm Marksheets of all semesters
- e) M. Pharm. Degree
- f) B.Pharm Marksheet of all semesters
- g) B. Pharm. Degree
- h) D. Pharm Marksheet of all semesters and Diploma (If Applicable)
- i) Intermediate Marksheet & Certificate
- j) High School Marksheet & Certificate
- k) Aadhar card
- l) PAN Card
- m) Voter ID Card
- n) Bank Passbook with Bank details for the purpose of NEFT of Salary
- o) Passport size Photo - 04 nos.

Kindly revert with your acceptance of the job offer. In case, you fail to join the duty within the stipulated period of time and/ or fail to submit the above mentioned documents, this appointment is liable for cancellation without assigning any reason.

Thanks & Regards,
Monika Bhrigu
Academic Coordinator
Anjali college of pharmacy and science
Dr. R.N. Gupta Technical Educational Society
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