

# SUDHIR FOUNDATION

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Reg. No.: 10024 Year 2010-11, Book No. 4

Ref. No. SRCP/005/2010-11

Date 16 October 2011

## APPOINTMENT ORDER

Md. Reena Tyagi  
Laxmi Nagar, Delhi-76

Dear Sir/Madam

With reference to your application and subsequent interview for the post of the Principal in Shri Rameshwar College of Pharmacy. The management committee of the institute is pleased to appoint you at the said post.

The consolidated salary will be paid to you as per UGC norms.

The following terms and conditions will govern your appointment:-

1. You shall be on probation of one session. The probation period may be extended for a period of another session and your services may be terminated without notice during the period of probation if the work and conduct during the said period is not found satisfactory in the opinion of the appointing authority. During extended probation period no annual increment & other benefits for confirmed employees will be granted.
2. You shall not leave the Institute before the completion of the academic session.
3. Your services may be terminated either by giving one month's notice or one month's salary in lieu of notice period during the probation period or extended probation period.
4. As a whole time employee of the Institute, you will apply yourself honestly, efficiently and diligently towards the duties assigned to you.
5. Your services will be liable to be transferred anywhere from one place to another and/or one department to another department or from one institute to another institute run by the Institute, at the discretion of the management.
6. You will not engage yourself in any other job on paid basis whether fulltime or otherwise during the continuation of your services, in this Institute.
7. At the time of joining the duties, you have to produce the recent two passport size photographs and relieving certificate from previous employer (if any).
8. You shall undergo medical examination by approved medical officer or the civil surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional & conditional till the submission of medical certificate stating that you are free from any contagious diseases & you are physically fit for employment as the staff of the college/institution.
9. You shall not absent yourself from your duties without prior permission of the Director.
10. You shall not leave the station without prior written permission of the Director/Chairman of the Institute during the session or long vacations.

Reena Tyagi

- 11. You will confine to all rules and regulations in force/As amended time to time in this Institute and will obey all lawful orders of the Institute Director/Chairman.
- 12. You are required to give the current mailing address as soon as you join the duties & any changes in the address given earlier should be communicated to the institute at the earliest. It will be presumed that any letter sent by Registered Post Acknowledgement Due (RPAD) on the address given shall reach to you.
- 13. You shall not directly or indirectly do such things which are subversive to the interests of the Society/University/Institute/College/Students and you shall not utilize or divulge to any person or persons any secret of the Sanstha.
- 14. During the period of your employment, if you are found absent from duty for 8 days without obtaining prior permission in writing of the Principal / Head of the institution or if you proceed on leave without obtaining prior permission or overstay the sanctioned leave then your service shall be liable to be terminated.
- 15. Your appointment being made on the basis of your particulars such as qualifications etc. as given in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab-initio and liable for termination without any notice or salary in lieu of notice.

If the above terms and conditions are acceptable to you, please confirm and give your consent for the same.

Yours truly,  
  
 Director/Secretary

Received  
