

Ref: SEM/Appointment/2007
June 15, 2007



Mr. Yogendra Kumar
V&PO - Jait
Mathura (U.P.)

Sub: Appointment for the post of Senior Lecturer at Sanjay College of Pharmacy.

With reference to your application and subsequent interview of date, we are pleased to offer you the post of "Senior Lecturer" at Sanjay College of Pharmacy on the following terms and conditions:

1. You will initially be paid a salary of **Rs. 22,050/-** per month (including of DA, HRA, etc.) in the regular AICTE pay scale of Rs. 10000-325-15200 on probation for a period of one year from the date of your joining.
2. In case of unsatisfactory performance, probation period will either be extended for further period of one year or your service may be terminated without any prior notice at the discretion of the management.
3. In case you apply for any job outside the college you have to send your application through proper channel.
4. You will be required to participate in teaching various subjects, conduct of laboratory classes and seminars, participating in research & development work, helping students in training and placement activities, conducting examinations and internal assessment and various other curricular and extra-curricular activities as may be decided by the Director / Principal from time to time. This offer is a full time assignment. Any other external assignment within or beyond the college hours is normally not permitted.
5. In case you want to resign during probation period you will be required to give one month's notice or one month's remuneration in lieu thereof. No leave is ordinarily admissible during the notice period. Resignation leaving the position in mid semester is generally not permitted in the interest of academic schedule.
6. You will be required to take prior permission from Director / Principal before you proceed on leave or leave the college in holidays.
7. Good conduct, punctuality, dedication and discipline are duly expected during your service in the college.
8. Besides normal responsibilities, you may be allotted extra duties and responsibilities befitting your position in the larger interest of the college as may be decided upon by the Chairman or Director / Principal from time to time.
9. Your service will be guided by the college service rules as applicable from time to time.

If this offer is acceptable to you, you are requested to sign and submit the duplicate copy of this letter in token of your acceptance and to join the college on or before **July 15, 2007**.

Yours sincerely

Registrar

Cc:

- Chairman
- F&A Section
- Personal File
- General File