

APPOINTMENT LETTER

Ref:- MBCOP/Appointment/2021-22-1149A/Lucknow.

Date 21/10/2021

Mr./ Mrs./ Ms.: Saurabh Kumar Yadav s/o Shyamjeet Yadav

Address: 1/74 C-Block Ratan Khand Siroda Nagar, Lucknow-226002

Dear Mr./ Mrs./ Ms. Saurabh Kumar Yadav s/o Shyamjeet Yadav

Further to our letter of offer/ interview dated 19/10/2021, we are pleased to inform you that you are hereby appointed as Asst Professor in our Organization to be based at Lucknow as per terms and conditions discussed and agreed upon as under :-

1. This appointment is effective from 21/10/2021 the date of your joining our Organization.
2. Your salary and other allowances shall be **as per norms**.
3. Your job functions and responsibilities as Asst Professor are under preparation and shall be issued in due course.
4. You will be placed on probation for a period of six months and the said period can be extended by another three months and on the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent.
5. During probation, the notice period for termination / resignation will be 24 hours from either side. After confirmation, the notice period required from either side is one month.
6. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Organization. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time, as and when

- 13 Any balance of advance taken by you from the Organization, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of your leaving the services of the Organization.
- 14 The Organization is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the Organization to comply with the provisions of law. In the event of non compliance by you as aforesaid if the Organization is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the Organization to comply with these requirements without objection.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

For Maa Bhagwati College of Pharmacy


Director

Accepted: _____



(Signature of an Employee)