



# F. I. PHARMACY COLLEGE

1223, Khand Dev, Banthra, Kanpur Road, Lucknow, Ph.: 7991922888, 7991886444  
FICON/2022/06 Email: fiphararmacycollege@gmail.com, website: www.fiphararmacycollege.com

## APPOINTMENT LETTER

No.: FTK/07/2022/179

Date: 22/07/2022

Mr./Ms./Mrs. Saloni Srivastava  
Aadhar No. 206159212265  
PAN IYWP52452B  
SID/W/O Mr. Pradeep Kumar Srivastava  
R/o Netaji Subh Nagar  
Alambagh, Lucknow.

Dear Sir/Ma'am,

Subsequent to our discussion and on behalf of F.I. Educational & Welfare Society, Lucknow, we are pleased to offer you an appointment as a Tutor for our F.I. Pharmacy College, 1223, Khand Dev, Banthra, Kanpur Road, Lucknow - 226401 on the following terms & conditions:

### APPOINTMENT

Your initial place of work will be at campus F.I. Pharmacy College, 1223, Khand Dev, Banthra, Kanpur Road, Lucknow.

Your appointment will be initially for a period of one year effective from 01.08.2022 (Date of Joining) on a gross salary of ₹ 23000.00 per month exclude fooding and lodging. This is a fix term appointment and will be a subject of renewal. If you leave the job before one year (except emergency), no experience/reliving certificate will be issued.

### DUTIES & RESPONSIBILITIES

Academic activities will be formally agreed to between you and divisional head or equivalent.

### PROBATION, CONFIRMATION & TERMINATION

1. You will be on probation for six months period from the joining date. Your services shall be terminable by either party providing the other party one-month prior notice in writing. The college have the right to terminate the employment without notice or payment of salary in lieu thereof if you commit any breach of your duties and responsibilities or you are guilty of any misconduct.
2. You are bound to complete the full academic session from date of joining.
3. During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.
4. Upon resignation/termination of employment, you will immediately hand over to the College all correspondence, specifications, formulae, books, documents market data, cost data, drawings, affects or records belonging to the company or relating to its business and shall not retain or make copies of these items.

### GENERAL CONDITIONS OF WORK

You will not engage or undertake any other employment while in the service of our Institution.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Note: If you are absent from work without any reasonable explanation for a week, it will be presumed that you have resigned and you will be terminated from work with our institution and your services can be terminated without giving any prior notice.

Thank you,

With best regards,

*Signature*  
Director  
F.I. Pharmacy College  
1223, Khand Dev  
Banthra, Kanpur Road, Lucknow

Received  
Saloni  
22/7/22