



RADHA KRISHNA COLLEGE OF PHARMACY

(Approved by PCI, AICTE, BTE, AKTU LUCKNOW)

MEHARBAN SINGH KA PURVA POST : MARDANPUR, DISTT. KANPUR NAGAR - 208021

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Ref. No.: R.K.C.P./Adm/2022/244

Date: 20-09-2022

To,
Mr. Ratan Gupta
133 'A' Block Shyam Nagar
Kanpur Nagar-208013

APPOINTMENT LETTER

Dear Sir/Ma'am

With reference to your application for employment & the subsequent interview you had with our selection committee, we are pleased to inform you that you have been appointed a **Lecturer**, on the following terms conditions:

1. The appointment is subjected to the general Terms and Condition of service applicable to the college employees in force and as amended from time to time.
2. That you will be on probation for a period of 1(One) year during which period your services can be terminated on 1 (One) month's notice or 1 month's salary in lieu of notice on either side. However, your above probation period can be extended for another 1 (One) year if your performance is not found satisfactory.
3. You are required to join your duties immediately. Your appointment will be effective from the date of joining.
4. You must follow and adhere to the Service Rules, Terms & Conditions, other Rules, Regulations and Systems of the institute and work in accordance with the same and should keep the affairs of the institute strictly confidential.
5. That you will follow the instructions of your superiors & in case of disobedience or gross negligence, your services can be terminated forthwith without any notice or without payment of salary in lieu of notice.
6. That you will maintain perfect discipline in the institution as per the code of ethics & disciplinary rules.
7. The regularization of your services will be subjected to satisfactory performance. Post regularization of your services and in case of resignation from the service during the non-academic period, either side will be at liberty to terminate appointment by giving one month's notice in writing to the other party or to pay in lieu thereof.

8. During the course of your training and development as well as your engagement with the Institution, if you come to know or possess confidential information/knowledge including trade secrets and the Institution's confidential business, marketing and publishing strategies the same shall not be used by you except in the interest of the Institution.
9. You will be eligible for leave of different types as per rules of the Institution applicable from time to time.
10. You will not be allowed to leave the job or resign during the continuance of span of academic classes of odd/even semester. In case of resignation from the services during the span of academic classes, Management reserves the right to recover salary of one month.
11. During normal teaching period (when regular classes are going on), not more than one casual leave shall be availed by any Faculty in one month until & unless there is a genuine case of emergency and that too with the prior permission of the competent authority.
12. In case any faculty avails Causal leave on Saturday and adjoining Monday, the sandwiched Sunday will also be counted as casual leave.
13. In addition to above mention Causal Leaves, Summer & Winter vacations shall be applicable to all faculty members in variable dates.
14. Absence from duty without intimation will result in at least 2 days of salary deduction for every day of absence.
15. If a Faculty proceeds on leave without prior sanction, he/she will be considered as absent from Duty without information, thus resulting in two days of salary deduction for every day of absence.
16. Maximum number of two (2) Academic Leave may be granted for the presentation of Ph.D. Dissertation/Viva-Voce/RDC meeting/NET/M. Pharma examination in one Academic Semester.
17. Maternity Leave - 15 Days
Paternity Leave - 03 Days
18. Before proceeding for any type of leave, the Faculty shall ensure that his/her leave is prior sanctioned by the competent authority. Post dated leaves i.e. leaves applied after availing the same are liable to be rejected until & unless there is a case of genuine exigency. Even in such case, prior telephonic intimation to the concerned HOD/Director/Principal is mandatory.

Expecting you best services and ensuring you will cooperation from the management.



Director

Radha Krishna College of Pharmacy
Meharban Singh Ka Purwa, Kanpur (U.P.)