

Ref. No.: DJCOP/APP-2022/01489

Dated 15.11.2022

JOB OFFER LETTER

To,
Mr. Ashish Kumar Prajapati
H.No.- 19, Vill.- Kolhuna,
Jaunpur, Uttar Pradesh-222145.

Subject:- Offer Letter for appointment as "Asth. Professor"

Dear Mr. Ashish Kumar Prajapati,

Subsequent to our meeting and interview we are pleased to offer you the position of "Asth. Professor" in the Dept. Of Pharmacy at D.J. College of Pharmacy, Modinagar, Ghaziabad with the following terms and conditions :-

1. You will be a full time employee of the college and will not engage yourself in any job or employment whether part time or full time in any other organization.
2. You will discharge all duties of the "Dept. In-Charge" and any other duty / responsibility assigned to you by the Principal / Management to the best of your abilities.
3. You will be reporting directly to the Principal on a daily basis and to the Management from time to time.
4. Your duty timings will be from 9:00 a.m. to 4:00 p.m. The college timings can be modified / extended from time to time as per guidelines of the Management.
5. You will be taking charge of the concerned department and managing all duties related to the academics, teaching / learning process, laboratory and administrative work of the UG / Diploma students, faculty and staff members.
6. Your leave will be as per the Leave Rules of the Management amended from time to time.
7. You are required to submit your intent and consent to join the college after having accepted these terms and conditions.
8. You are expected to join duties within 15 days of receiving this Offer Letter. Kindly inform in written if you are unable to join within stipulated period.
9. You are required to submit two sets of the requisite documents and the relieving and experience letter from all previous employers prior to joining your duties.

Authorized Signature

