

# SMRITI PATEL COLLEGE PHARMACY

WILMINGTON POST RICHMOND ROAD DEPT. - WILMINGTON, DELAWARE

SMRITI PATIL 2022@spcp.edu

SMRITI PATIL

24/10/2022

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SMRITI PATIL  
Student Pharmacy,  
Wilmington, Delaware

## OFFER LETTER

With reference to your application and subsequent interview held on 24/10/2022, the management committee pleased to appoint you on the post of **PROF.** in the Smriti College of Pharmacy in the following terms and conditions:

1. The nature of your appointment is regular basis.
2. The appointment can be terminated on either party notice from either side at a notice of 30 days.
3. As a full time employee, you will engage yourself in any other professional outside the college and you are required to abide by the rules and regulations of the institution in that you will not engage and spend time in any other work and condition including other side job will be provided to you separately.
4. Your assets are unavailable to anyone in the interest of the Institute.
5. In case of your being found guilty of misconduct or violation of any the conditions of appointment including the code of conduct and discipline of the Institute, your name will be removed forthwith without any notice or compensation in the face of that what is over.
6. In addition to your regular duties you may be assigned any other duty in the interest of Institute and also control admission of the student for this Institute.
7. During the period of engagement the types of leave may be sanctioned as follows:
  - a. Casual leave- one day in each completed month of service during first year of service or 10 days in a year in subsequent year.
  - b. Earned leave/PL, one day, the PL will be provided and credited to your current or future of one day on completion of each 11 day working. The first accrual will be made after 11 month of continuous service.
  - c. Sick leave 8 day in a year however during first year of service it is possible an accrual leave may not be available on full year. All source of deduction of Income Tax will be made in salary as per the Income Tax Rules.
  - d. You will be allowed a furnished accommodation if and when available in the campus. During the period you will be paid the monthly salary as per norms of **STU/PC/UP** Government 2019/2020.
  - e. This offer/appointment letter is purely temporary subject to approval of your local government approval bodies with a probation period of one year required to be met with salary 12500/2020 and submitted the working letter at the time of joining.

LC to L. Accounts Department: SMRITI PATIL College of Pharmacy Wilmington Delaware  
J. Gaard file

Thanking you,

