

R.K.PANDEY PHARMACY COLLEGE

PILL CHATRAUNA POST BATHINDA DISTT. JALANDEHR (P.F.)

Page No. _____

Date: _____

Subject: _____

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This certificate is issued to you in recognition of your services rendered to the college. The college authorities are pleased to appoint you on the post of **Asst. Prof.** in the **R.K.Pandey Pharmacy College Chatrauna, Bathinda, Jalandhar, Punjab (P.F.)** on the following terms and conditions:

1. The tenure of your appointment is regular tenure.
 2. The appointment can be terminated on one month notice from either side as per the bye-laws of the college.
 3. As a full time employee, you will engage yourself to any other profession, outside the college and you are required to abide by the rules and regulations of the institution in which you work as well as to take other leave and service-terminating arrangements as will be provided to you separately.
 4. Your services are to be rendered to the college in the interest of the institution.
 5. In case of your being found guilty of misconduct or violation of any of the conditions of appointment including the code of conduct and discipline of the institution, your services can be terminated forthwith without any notice or compensation in the case of that offence.
 6. In addition to your regular duties you may be assigned any other duty in the interest of the college as may be decided by the authorities of the institution.
 7. During the period of engagement the types of leave may be considered as follows:
 - a. Casual leave: one day on each completed month of service during first year of service of 11 days in a year in subsequent year.
 - b. Earned leave/PFL: one day the PFL will be accrued and credited in your current at the rate of one day on completion of each 11 day working. The first accrual will be made after 11 months of continuous service.
 - c. Sick leave: 8 days in a year however during first year of service it is payable on pro-rata basis, the sick leave payable on full pay. At source of deduction of Income Tax will be made on basis to get the income tax rules.
- You will be entitled to furnished accommodation if and when available in the campus. During the period you will be paid the monthly salary as per norms of PG/UP Government /ETC rules.
8. This offer/appointment letter is purely temporary subject to approval of state Govt. and concerned approval bodies with a probation period of one year requested to be your duties before 15/01/2023 and submitted the joining letter at the time of joining.

To: L. Accounts Department R.K.Pandey Pharmacy College of Pharmacy Bathinda U.P.

J. Guard file

Thanking you,

(Signature)

(Stamp)