

R.K. PANDEY PHARMACY COLLEGE

CHHATAURA, MATHURA DISTRICT, UTTAR PRADESH, INDIA

Phone: 05132-271111

Date: 15.04.2023

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SHRI ANIL KUMAR
SHRI SURESH KUMAR
SHRI ANAND KUMAR, U.P.

OFFER LETTER

We refer to your application and subsequent interview held on 14/03/2023. The Selection Committee is pleased to appoint you on the post of ASST. PHD in the R.K.Pandey Pharmacy College Chhataura, Mathura, Uttar Pradesh, India on the following terms and conditions:

1. The nature of your appointment is regular basis.
2. The appointment can be terminated by one month notice from either side, on payment of one month salary.
3. As a full time employee, will not engage yourself in any other employment outside the Institute and you are required to abide by the rules and regulations of the Institute in letter and spirit as applicable and issued later in case other terms and conditions relating to which rules will be provided to you separately.
4. Your services are transferable to anywhere 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 services can be terminated forthwith without any notice or compensation in the case of that what is over.
6. In addition to your regular duties you may be assigned any other duty in the interest of College you will also assist in admission of the students for this Institute.
7. During the period of engagement the types of leave may be sanctioned to you:
 - a. **Casual leaves**- one day on each completed month of service during first year of service or 12 days in a year in subsequent year.
 - b. **Earned leaves/P/L**, one day the P/L 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 month of continuous service.
 - c. **Sick leave** 8 day 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 salary as per the Income Tax Rules.

You will be provided a furnished accommodation if and when available in the campus. During this period you will be paid the monthly salary as per norms of PG/UP Government /BTE rule.


- a. This offer/appointment letter is partly temporary subject to approval of state Govt. and concerned approval bodies with a probation period of one year requested to on your duties before 14/03/2023 and submitted the joining letter at the time of joining.

To 1. Accounts Department R.K.Pandey Pharmacy College Chhataura, Utkar, Baharoly U.P.

2. Guard file.

Thanking you,

PRINCIPAL
R.K. PANDEY PHARMACY COLLEGE
CHHATAURA, MATHURA DISTRICT, U.P.


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