



SARASWATI DEVI MAHAVIDYALAYA

Khadda Bazar, Kushinagar

Ref: SARSK/2012-13/52


Date: 11/1/2022

To,
Mr. Prasant Singh
Gorakhpur

APPOINTMENT LETTER

On the recommendation of the selection committee you are appointed as a Head of Institution in the department of Pharmacy with effect from the date you join your duty. The appointment is given under the following conditions:-

1. Your salary will be fixed as per P.C.J rules.
 2. The appointment is on probation for initial period of One year.
 3. Your performance will be reviewed after the end of the semester and suitable consideration will be taken.
 4. You are not allowed to leave the institute before one year. However under special circumstances if you have to leave the institute before the specified date, you will have to give one month notice on the date of this you will have to give one month salary. If the management wants to relieve you from your services you will be paid the salary till the last working day.
 5. In no circumstances you are allowed to leave the institute in the middle of semester.
 6. As a whole time employee, you will not engage yourself in any other employment outside the institute and you are required to abide by the rules & Regulation of the Institute as applicable & issued from time to time.
 7. In addition to you regular duties you may be assigned any other duty in the interest of the Institute.
- Expecting you best services and ensuring you full cooperation from the Management.


Head of Institution
SARASWATI DEVI MAHAVIDYALAYA