

HALDAUR COLLEGE OF PHARMACY

Vill. Baldiya, Near Balkishanpur Choraha (Haldaur By Pass Road), Bijnor (U.P.) - 246726
Mob.: 9897149797, 9410263009, 7455851718

Ref. No. Appts/HCP/01

Date: 10th March 2023

Provisional Appointment Letter

Miss. Usha Singh

Dear Ms. Singh,

1. This refers to your application and the subsequent interview you had with us.
2. We are pleased to appoint you as Head of Institution in **Haldaur College of Pharmacy**, Vill. Baldiya, Post Haldaur, District Bijnor, and the Haldaur College of Pharmacy working under the aegis of **Dilawar Singh Memorial Shiksha Samiti Haldaur, Bijnor, UP, India**.
3. Your basic pay will be Rs. 15600 (*Rupees Fifteen Thousand and Six Hundred only*) per month in the pay band of Rs. 15600-39100 + Academic Grade pay of Rs. 8000/- plus usual allowance as per PCI norms. In addition, you would be paid a suitable allowance, So That your gross salary becomes 40,000/- (*Rupees Forty Thousand only*), as mutually agreed to.
4. you will also be reimbursed the cost of one daily newspaper like the Times of India or Hindustan Times or Indian Express or Economic Times, on monthly basis.
5. You would be covered under the Mediclaim policy, as per the rules of the Institute.
6. You will be on probation for a period of one year from the date of joining duty. If considered necessary, the period of probation may be extended by the management at its sole discretion without assigning any cause or reason. During the period of your probation, your services can be terminated without assigning any reason and without any notice. The same is applicable to you also.
7. Termination of appointment by the management or resignation by you after confirmation will be by giving one month's notice or payment of salary for the unexpired notice period, if any, by either party.
8. You are required to join your duties on 01st August 2022, failing which this offer shall stand canceled.
9. The final letter of appointment would be issued, after your joining.
10. We wish you joy and success in all assignments. Please sign the duplicate copy of this letter as a token of your acceptance.

Yours sincerely,

President/Secretary
Haldaur College of Pharmacy