

MAHATMA BUDDHA COLLEGE OF PHARMACY

Add- Singhai Road Nighasan Kheri 262903

Ref No: *MBCP/AC/251/2022*

Date: *16.08.2022*

To,

*Akhilendra Nayak
D/O Vinod K. Nayak
240 Daultwara, Patna M.P.*

OFFER LETTER

Dear Sir/Madam,

With reference to your application and subsequent interview held on *10.08.2022*, the management committee is pleased to appoint you on the post of "*Assistant Lecturer*" in the Mahatma Buddha College of Pharmacy, Kheri on the following terms and conditions: -

1. The nature of your appointment is on regular basis.
2. 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 time to time. Other terms and condition including service rules will be provided to you separately.
3. In addition to your regular duties you may be assigned any other duty in the interest of College. You will also assist in admissions of the students for this Institute.
4. During the period of engagement the types of leave may be sanctioned to you.
 - a. Casual leave -one day on each completed month of service during first year of service or 12 days in a year in subsequent year.
5. You have to inform the institute before leaving the institute. and must be employed for at least three months. After that you can go to any other institute.
6. During this period you will be paid the monthly salary as per norms of PCI/BTE/AKTU Rules.
7. This offer/appointment letter is purely temporary subject to approval of state Govt. and concerned approval bodies with a probation period of one year.

You are requested to join your duties from *16.08.2022* and submit the joining letter at the time of joining.

Thanking you,



Director/Principal

CC to: (1) Accounts Department: Mahatma Buddha College of Pharmacy, Kheri.
(2) Guard file