



Subhash Chandra Bose College of Pharmacy

Kahl Terwa, Gausganj, Hardoi. Tel:05854-274123, www.subhashedu.org



Ref. No. SCBCP/Appt./40

Date : 01/08/2022

To,

Ranjana Dwivedi
A-203, Sector-A,
Indira Nagar, Lucknow

Dear Ranjan Dwivedi,

With reference to your application, we are pleased to appoint you as **Principal** in Subhash Chandra Bose College of Pharmacy on the following terms and conditions:

1. Your appointment shall be renewed after period of five years from the date of joining. You have to work in this Institute for at least three years from the date of joining.
2. In case of you are seeking employment elsewhere your notice period will be 3 month & your application shall be routed through Manager failing which you're relieving and experience certificate will not be issued.
3. Your application for the extension of service shall be considered on completion of the three years period.
4. You are required to join the duties at our school immediately.
5. Your appointment is subject to furnishing the following documents within one month of joining the duties.
 - (i) Certificate of educational qualification.
 - (ii) Proof of Age.
 - (iii) Two copies of passport size photographs.
 - (iv) Relieving Certificate from pervious college.
 - (v) Experience Certificates.

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6. The duties assigned to you are as under: -

- (i) You will take Lectures and guide the students and teachers.
- (ii) You will help in maintaining discipline in the department and in the school.
- (iii) You will catalogue cases presented to you and help in the research and development of the school.
- (iv) You will carry out any other assignment given to you by the Director / Manager of your School.

7. Appointment order is being issued in duplicate, please sign the duplicate copy in token of having accepted the terms & conditions therein and return the same immediately but not later than thirty days from the dispatch of the letter failing which the appointment order will stand cancelled and the society will be free to appoint other person on this post.


8. Salary will be calculated at 201.5 hrs / month having 31 days and 195 hrs for month having 30 days.

9. Entitlement of leave in a calendar year:-

- (i) 25 days *Summer Vacation*
- (ii) 5 days *Winter Vacation*
- (iii) 10 days *Casual Leaves*
- (iv) 2 days *Restricted Holiday's*
- (v) 10 days of *Duty Leaves*

* Any appointment letter issued to you by the undersigned before this order stand cancelled.

Yours sincerely,


(Manager)

Subhash Chandra Bose College of Pharmacy

Manager
Subhash Chandra Bose
College of Pharmacy
Kahli Terwa Gausganj, Hardoi

Copy To:-

1. HR, Subhash Chandra Bose College of Pharmacy
2. Accounts Office
3. Personal File