



# Natthu Singh College of Pharmacy

Recognized from All India Council of Technical Education & Pharmacy  
Council of India, New Delhi  
Affiliated to DTE Ludhiana

Ref. No. NSC/PH/2023/APP/01/008

Date: 18/08/2023

## Appointment Letter

To,  
**Ms. Musshu Kaur**  
Vill. Nankar Pota, Chandrawal,  
Ludhiana, CP

Dear Sir,

With reference to your application and discussion with management committee, the management committee of the Institute is pleased to appoint you as "Assistant" with effect from 18 Aug 2023 in the pay scale as per AICTE/PCI norms, on the following terms and conditions:

1. You are required to submit the certificate in support of your education, professional qualification, experience, Date of Birth, Declaration, medical fitness for verification together with one set of copies thereof and one passport size photograph for approval at the time of reporting.
2. You will be governed by the rules & regulations including conduct, discipline & administrative orders, and any such orders or orders of the Institute that may come into force from to time.
3. You are required to devote full time to assigned duties and shall not consider directly or indirectly any other trade or business whatsoever which is likely to interfere with the due & efficient discharge of the assigned duty.
4. As per the Income Tax Rules, it is mandatory for all the employees to furnish PERMANENT ACCOUNT NUMBER (PAN) of their employees while filing quarterly TDS return with the Income Tax Department. Hence you are requested to provide your PAN to enable us to process your salary.
5. In case any change in your address, during the course of your tenure with the organization, it shall be your duty to inform the management within a week from the date of such change.
6. We look forward to a fruitful association with you and expect full dedication and commitment from you.
7. With the above terms & conditions and acceptance of you, kindly sign the duplicate copy of this letter as token of your acceptance and return the same to be acknowledged.

With best regards,

Yours sincerely,

  
\_\_\_\_\_  
Principal

  
\_\_\_\_\_  
Principal