

# Santosh College Of Pharmacy

Juwani Nagar, Etawah (U.P.) 206245

E-Mail- principalscop01@gmail.com

Mob-9720296702

Ret. SCOP/2/23

Date 24/4/23

To,  
Mr. Rajesh Kumar  
H.N. 56 Baura, Kulpahar  
Mahoba U.P. 210426

## APPOINTMENT LETTER

**SUBJECT** - Appointment Letter on the post of Principal at Santosh College of Pharmacy.

With reference to the selection/ screening committee, which considered your candidature, your appointment to the post of Principal at Santosh College of Pharmacy has been recommended. Your pay scale in respect to this appointment letter will be Rs. 37400-67000+AGP 10000. It is my privilege to send you this letter of offer which will be subject to the following term & condition.

- 01 You are bounded to serve this institution at least at the end of the session.
- 02 I will follow all rules / regulations provided by the college Administration / Management.
03. If College administration is not satisfied with my service. There will be no objection I am dismissed from the service.
04. If you resign from the College you must inform at least before one month.
05. If you do not do so, you will be deprived from your salary / experience certificate and other benefits provided by the college.

06. You are 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.
07. You are not allowed to take leave more than one day at the time. You cannot take more than two CL in one month.
08. Total 14 CL are granted in an academic session.
09. If your work has been found incomplete at the time of leaving the college or found any mistake in responsibilities given by college, your salary will not be paid and deprived from any kind of benefits regarding college.
10. Please sign and return the duplicate copy of this appointment letter as a taken of your acceptance the appointment with the above term and conditions.

I hereby agree to accept the above mentioned appointment to the post of  
.....*Principal*.....with all the term and condition.

*Az*  
**SECRETARY**  
Smt. Shanti Devi Memorial Trust  
Raipur, Jaswant Nagar-Etawah

*Heek*  
29/04/2023  
Signature with Date