



Pt. Rakesh Mishra College Of Pharmacy & Medical Science

Maghar- Sant Kabir Nagar

Ref No. PTRM/2021-22/183

Date 22/06/2023

APPOINTMENT LETTER

To,

Shri Bijesh Kumar

Qualification: **M. PHARMA**

Address: Kairpur Maghar Sant Kabir Nagar

Dear Sir/Madam,

Reference to your application and subsequent interview, you are provisionally appointed as Head of The Institution in the institute on the following terms and conditions jurisdiction only.

1. To transfer any where in our organization on the same salary.
2. You are appointed on the salary of Rs. 45,000 per month per scale.
3. You will be on one year of probation period, in which services can be terminated without any pay/notice. After one year of probation your appointment will be confirmed/terminated/probation period will be extended for a year to achieve the expected standard.
4. You will be reporting to the Principal/Director of the institute. You have to perform variety of duties/work as per the norms of institute, AICTE, PCI, BTE, Govt, etc. And also extended other kind of work is required by the circumstances.
5. You shall be expected to devote your full time, skills, and attention to the college and promote the interests of the college. You have to record your daily work and get it verified accordingly / daily basis.
6. The appointment is subject to verification/approval of university, AICTE, PCI, BTE, Govt. etc, and also good service record, attendance, character and medical fitness.
7. You will also be responsible work for you senior/junior in their absence.
8. You have to abide by the rules and regulations of the institute, which may change by the times, and the same are bind on you.
9. After confirmation of your job, the services may get terminated by giving one month prior notice to the Principal/Director of the institute, on the other side (without reason) one months salary lay off will be considered as fine.
10. In case any information furnished by you may found incorrect/suppressed at any stage, you will be removed from the services at any time without any notice pay as described in point 9.
11. Your increments and future prospect will totally be depend on your efficiency, hard work, continuity, sincerity, good conduct and other such relevant factors and same will be withheld, if the performance will be found satisfactory or accelerated in case of exceptionally good performance.
12. We are welcoming you to our institute; you may join the institute dated by 22/06/2023. Please sign on the duplicate copy of the letter.

Accepted:

Authorized Signature

Pt. Rakesh Mishra College of
Pharmacy & Medical Science