



JANTA COLLEGE OF PHARMACY

RATANUPUR, KERAKAT, JAUNPUR (U.P.)

PIN CODE-222181 ☎ 9721653232

DATE: 14.08.2023

To,
Mr. Abhikumar Singh
Shri. Shrikumar Singh
Dad, Varanasi

Sub: Offer letter for the post of Principal

Dear,

Mr. Anil Kumar Singh

1. Pursuant to your consent with application and subsequent interview, we are pleased to offer as Principal post on following terms and conditions.
2. Your appointment is for Janta college of Pharmacy, run through Chandrawati Dasi, Bhairon Das Singh Trust is a C from today & final approval from authority.
3. You will be paid salary scale as per NCTE/UGC and as per rule of UP Govt. & College & Management Committee for the Post.
4. Teaching/administrative/academic activities will be as agreed between you & the administration.
5. Your working hours will be as per the policy for Janta college of Pharmacy, run through Chandrawati Dasi, Bhairon Das Singh Trust.
6. During period of your services you shall not enter into any other service or business work or public office part time or full time without the permission of the management.
7. If you want to leave the job, one month prior notice will be compulsory. In case the one month notice is not given your salary will be deducted for a period of 12 months and will be paid back on completion of one month period of resignation/termination of service as per rules.
8. All other terms and conditions of services including those not specified or covered by this letter will be governed by the rules and procedures of the organization for Janta college of Pharmacy, run through Chandrawati Dasi, Bhairon Das Singh Trust from time to time.
9. In case if at any time any administrative/disciplinary action is taken against you notice of one month from the management side will not be applicable.
10. Disciplinary action as per decision of the disciplinary committee or by the Principal can be taken if you do not observe these rules accordingly.
11. You will be allowed leave as per UP government rules as applicable and according to the rules of institution.
12. T.D.S if applicable will be deducted time to time during the financial year of Janta. You are advised to keep the college office in form of your saving and investments so that accurate T.D.S is calculated.
13. You will have to observe college policy and will bind to other rules as well, which are enclosed as on today or which will be applicable from time to time in future. Apart from teaching, you have to take additional responsibilities decided by institute for you.
14. If the above terms and conditions are acceptable to you please return it to us in duplicate duly signed.

SECRETARY

Secretary, Janta College of Pharmacy
Ratanupur, Kerakat, Jaunpur, U.P.
Jaunpur 222181

To,

Date: 16-06-2023

The Chairperson/Secretary
Janta College of Pharmacy,
Ratanapur, Kerakat,
Jampur, U.P

Sub: Acceptance of Job Offer as Principal

Dear Sir/Madam,

I Mr. Alok Kumar Singh extend my gratitude to you for offering me the position of Principal in Janta College of Pharmacy, Ratanapur, Kerakat, Jampur. I am delighted to accept your offer and look forward to commencing work with your Institute from as when started.

I thank you again for providing me with this wonderful opportunity. I am excited to be a part of your team and make my notable contribution to it.

Yours Sincerely,

Mr. Alok Kumar Singh