

Everest College of Pharmacy

10000 - Mississippi Highway - Channahon, IL - 61018

My Address:

Date: _____

To: _____

Channahon, IL, 61018

Subject: Appointment Letter for the post of Professor.

Respected Sir,

With reference to your application for the post of Professor, placed at _____
_____ in Everest College of Pharmacy,
Channahon, IL - 61018.

1. During the period of probationary appointment you will be paid Correspondence Salary of Rs. 20000/- per month.
2. The appointment in Probationary basis is subject to the following conditions:
 - a) First appointment is subject to number of vacancies at the time of your appointment for the post from free to flow.
 - b) You shall submit joining certificate, character certificate, certificate of fitness, and other necessary documents to the concerned Medical Officer. The appointment will be provisional pending production of medical certificate.
 - c) During the period of Probationary basis appointment will be governed by the rules & regulations of EC - 10000.
 - d) During the period of probationary basis, it shall be your duty to attend regularly & diligently in the post with appointment subject to probation without any leave.
 - e) During your period of probationary basis, you shall not permit to engage yourself in any other business, commercial, teaching or other outside the college activities & shall also not be allowed to attend any other college or university, without express permission of the college.
 - f) You will have to sign at the time of joining an undertaking and assurance that you will not discontinue service at Everest College of Pharmacy.
 - g) Everest College of Pharmacy is not granting salaries & bonus for services taken by staff of the college and is liable to provide services of its staff and of its employees except of financial facilities will be making to you.
 - h) During your period of probationary basis, if you are found to work satisfactorily for more than 6 (six) months probation, you shall take into account your post & your grade assigned will be considered permanent.
 - i) During your period of probationary basis, you shall not directly or indirectly engage in any other job or activity in the interest of Everest College of Pharmacy.
 - j) During your period of probationary basis, you shall not exercise any staff membership in any other college, university or institute.
 - k) You shall carry out assigned, developmental assignments of your college administration & shall also submit an report to the principal of the college according to the time to time.

12. The College authorized request is forwarded to several, mostly, after at very the same & conditions of service, which will if an other modified, altered shall be sending on you.

13. During the period of probationary term, if you found guilty of violation of any other terms & conditions mentioned herein above, the board of management may terminate your services without notice without any reason stated.

14. You shall communicate your acceptance within 10 days from the date of receipt of the order of appointment, failing which your order of appointment holds to the full extended.

15. You are required to strictly follow the policies and regulations of Everest College of Pharmacy as mentioned in enclosed sheet.

16. It is mandatory to follow the provision and terms given to your resignation. If no such notice is given, you have to pay one month's basic salary.

Accepted the above appointment on the
Terms & conditions mentioned herein
Given by :-
To: Hospital File
To: Office Order File
To: Archive Station

Yours Faithfully
SECRET
Secretary -
Everest College of Pharmacy
www.everest.edu.np
Phone: 977-01-4455111, 4455112
E-mail: info@everest.edu.np