MAHATMA BUDDHA COLLEGE OF PHARMACY

Addl. Nagbai Road Nighasan Khurd 262802

Ref No. [illegible] Date [illegible]

To,
[illegible]
Nighasan, Kheri

OFFER LETTER

Dear Mr/Madam,

With reference to your application and subsequent interview [illegible] the management committee is pleased to appoint you as the post of [illegible] in the Mahatma Buddha College of Pharmacy, Khurd on the following terms and conditions:

1. The nature of your appointment is as regular basis.
2. As a full time employee, will not engage yourself in any other employment outside the institute and will not engaged in violation of the rules and regulations of the institute as laid and agreed to applicable and natural class in time. Other terms and conditions including service rules will be provided to you separately.
3. In addition to your regular duties you will be assigned any other duty in the interest of College. You will also assist in administration of the institute for the time being.
4. During the period of engagement the rules of leave will be determined to you.
   a. Casual leave: 15 days in each completed month of service during first year of service or 12 days in a year in subsequent year.
5. You have to submit one testimonial before leaving the institute and must be employed for at least three months. After that you can go to any other institute.
6. During the period you will be paid the monthly salary as per norms of PCI/BPC/AICTE Rules.
7. This offer/appointment letter is purely temporary subject to approval of state Govt. and concerned approval bodies and is probation period of one year.

You are requested to join your duties from _____ and return the joining letter at the time of joining.

Thanking you.

Principal

CC to (1) Accounts Department Mahatma Buddha College of Pharmacy, Kheri
(2) Guard file