

MAHATMA BUDDHA COLLEGE OF PHARMACY

Add: Singhal Road Nigamrao Khari 20190

Ref No: MBP/2023/0003

Date: 21.01.2023

To,
Mrs. Anurag Khatwani
Medical Officer, Nigamrao
Khari, Nigamrao

OFFER LETTER

Dear Sir/Madam,

We are pleased to your application and subsequent interview held on 11.01.2023 for management positions to be offered to you for the post of "Medical Officer" in the Mahatma Buddha College of Pharmacy, Khari on the following terms and conditions:

1. The nature of your appointment is on regular basis.
2. As a full time employee, will not engage yourself in any other employment outside the Institute and you are required to abide by the rules and regulations of the Institute in letter and spirit as applicable and issued from to time. Other terms and conditions including service rules will be provided to you separately.
3. In addition to your regular duties you may be assigned any other duty in the interest of College. You will also be liable to attendance of the Institute by this Institute.
4. During the period of engagement the regular leave shall be as mentioned to you.
 - a. Casual leave more than one week completed month of service during first year of service as 12 days in a year as mentioned to you.
5. You have to submit the Institute before leaving the Institute and must be employed for at least three months. After that you may go to any other Institute.
6. During this period you will be paid the monthly salary as per norms of PCBTE/MACTU Rules.
7. This offer/appointment letter is purely temporary subject to approval of new Govt. and government sanctioned Institute with a probation period of one year.

You are requested to give your dates from 11.01.2023 and submit the joining letter by the time of joining.

Thanking you,


Principal

(Sd/-)
(2)

Associate Professor, Mahatma Buddha College of Pharmacy, Khari.