MAHATMA BUDDHA COLLEGE OF PHARMACY

Adli Singhai Road Nighasan Khurd 262903

Ref No. [illegible] Date [illegible]

To,
Mr./Ms. [illegible]
Mobile [illegible]
Address [illegible]
[illegible]

Appointment Letter

Dear Mr./Ms./Mrs.
[illegible]

With reference to your application and subsequent interview with us, we are pleased to appoint you as a "[illegible]" at the Institution. However Institution reserves right to change the role from time to time depending on the practice of the Institution.

1. Your total emolument will be Rs. [illegible] (Rupees [illegible]) per month.
2. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you after appointment.
3. You will be required to maintain utmost secrecy in regard of data, documents, [illegible] office, design, documents, Project cost & Estimates, Technology, Sufficient [illegible] licence, Institution's affairs, Institution's patents & Trade Mark and Institution's Human resource profile.
4. You will be required to comply with all such rules and regulations as the Institution may frame from time to time.
5. If at any time in your opinion, which is final to be treated you are found non performer or guilty of fraud, dishonest, disobedience, drunkenness, misconduct, negligence, indiscipline, absence from duty without permission or any other conduct considered by us dishonest or our interest or in violation of one or more terms of this letter, your services may be terminated without notice and on account of misuse of any of the acts or omission the Institution shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm in business having dealing with the Institution and if you are offered any, you should immediately report the same to the Management.
7. You will not engage yourself in any work or profession paid or unpaid or study course either full time or part time without prior written permission of the management.
8. The notice period for leaving/terminating services shall be three months or other wise.