

MAHATMA BUDDHA COLLEGE OF PHARMACY

Add- Singhai Road Nighasan Kheri 262903

Ref No: MBCP/AC/09/2023

Date: 04/02/2023

To,
Mr/Ms/Mrs... Kshit... Bhasin
SD/W/O... Kamakh... Kishor Bhasin
Address: M.P.L. Road, L.D.A Colony
Budhewar, U.P. 226012

Appointment Letter

Dear Mr/Mrs/Ms.,
Mrs. Kshit Bhasin

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

1. Your total emoluments will be Rs. 92,000/- (Gross Salary) 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 respect of data, documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Institution's policies, Institution's patterns & Trade Mark and Institution's Human assets 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 in this matter you are found non-performer or guilty of fraud dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason 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 or Institution 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 on either side.

Contact us: 9565665588, 8090079814, Email Id: mahatmabuddhacol@gmail.com

9. Presently the place of work will be in Lucknow, but during the course of the service, you shall be liable to be posted / transferred anywhere (any branches of the Institution or its group) to serve any of the Institution's Projects or any other establishment in India at the sole discretion of the Management.
10. You will not utilize or disclose to any person or persons or competitors any data in any form, pass words, trade practices or know how of the Institution. If you found to be engaged in any activities which in the opinion of the management will be is detrimental to the interests / policies of the Institution the management will be at liberty to terminate your services without further notice.
11. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including Bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
12. Absence for a continuous period of ten days without prior approval of your superior.(including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
13. You will be eligible to the benefits of the Institution's Leave Rules on your confirmation in the Institution's Service.
14. During the period of your employment with the Institution, you will devote full time to the work of the Institution. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Institution.
15. Your Appointment is entirely for the period commencing from 4/2/23 to 4/3/23.
16. During tenure of your service, you shall not apply for any kind of job for pursuit without the prior permission of the appointing authority.
17. Be it clearly understood that as a contractual employee you will not have the status of a regular neither employee nor you be entitled to all benefits/privileges of regular employee.

You will be responsible for safe-keeping and return in good condition and order of all Institution property, which may be in your use, custody or charge. Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance. We welcome you to the MAHATAMA BUDDHA COLLEGE OF PHARMACY, Singhal Road Nighasan Kheri 262993. family and look forward long and fruitful association for mutual benefit.

We wish you the very best of luck and success,

With best wishes,



For MAHATAMA BUDDHA COLLEGE OF PHARMACY

Authorized signatory,