



**SITA DEVI MAHAVIDYALAYA**  
**(DEPARTMENT OF PHARMACY)**  
Sirauligauspur, Barabanki (U.P.) - 225207

**Sunanda Shukla**  
Manager

Mb. No. - +91-9450024353  
- +91-9415759365

Ref. : 19/S.D.M.Y./2022

Date : 01.10.2022

**APPOINTMENT LETTER**

TO,

Mrs. JYOTI RAI  
1 Shripur, Murera bujurg, Gajipur  
Uttar Pradesh 233233.

This has reference to your application and subsequent interview held in front of selection committee of Sita Devi Shiksha Samiti, Barabanki; we are pleased to inform you that you have been selected as lecturer in our Sita Devi Mahavidyalaya (Department of Pharmacy) Barabanki on pay Scale of 15600-39100.

**The terms conditions of your employment are as follows –**

1. You are required to submit the certificate in support of your education, professional qualification and experience, date of Birth, relieving letter from past employer, declaration, Medical fitness for verification together with one set of copies thereof and one passport size photograph for records at the time of reporting.
2. You will be governed by the rules and regulations including conduct, discipline & administrative orders, and any such rules or order of institute that may come into force time to time
3. You are required to devote full time to the assigned duties and shall not conduct directly or indirectly in any other trade or business whatsoever which is likely to interfere with the due and efficient discharge of the institute duties.
4. Your service can be terminated on one month notice or one month pay in lieu of notice. In the mid of session you will not be allowed to leave the college. One month prior notice must be given to the management in case of resignation from the services otherwise salary for one month will not be released .You will not be allowed to resign from your services till an alternative arrangement is not made by the management.
5. In case the above terms and conditions have been understood and acceptable to you .Kindly sign the duplicate copy of this letter in token of your acceptance and return the same to us.

We welcome you to Sita Devi Mahavidyalaya (Department of Pharmacy) Barabanki.

Copy to :

1. Account Section
2. Personal File Manager/Secretary

  
Principal  
Sita Devi Mahavidyalaya  
(Department of Pharmacy)  
Barabanki

Your Sincerely  
  
Manager  
Sita Devi Mahavidyalaya  
(Department of Pharmacy)  
Barabanki