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RAJ COLLEGE OF PHARMACY

Governed by Raj Foundation Trust

Siswa Babatpur Varanasi-221006 (U.P.)

Ref. R.C.P/3023/21

Date: 11/08/23

To,

Vishal Kumar Agrahari
Vill & Post- Baragaon
Varanasi (UP)-221204

Subject: Appointment as a **Principal** of Raj College of Pharmacy, Siswa, Babatpur, Varanasi.

Dear Sir,

With reference to your application for the post of Principal in the above institute and subsequent personal interview, we are pleased to appoint you as a Principal

on the fixed salary 30000/month with the following terms and conditions.

- You are required to join the institute at the earliest but not later than two week from the date of issue of this appointment letter or before the commencement of academic session 2023-2024 whichever is later.
- You will be governed by the Service and conduct rules of the Institute/Trust Affiliating University enforced from time to time.
- The nature of appointment will be on probation for Six months which may be extended up to one year more, if management is not satisfied with the services in the first year.
- After completion of satisfactory probation period, this appointment can be terminated on one-month notice from either side, or payment in lieu thereof.
- In Addition to your regular job, you will undertake to participate in and perform such rightful duties that the chairman/director may assign from time to time like arrangement of and participation in seminars, conferences and other activities you will discharge your duties diligently and efficiently to the best of your ability and to the satisfaction of management.
- You shall solely serve the Institute and will not seek employment/part time work anywhere else whether gainful or otherwise without express sanction of the Management.
- All copyright patents, papers published or discovered/series/ideas development by you during your employment shall vest with the Institute.

- You shall maintain confidentiality of all knowledge gained during your employment and shall not divulge the same to any unauthorized person by word of mouth or otherwise at any time.
- You shall take every care in respect of institute property of institute property, goods or case in your charge and shall render an account of the same when called upon to do so.
- If at any time in the opinion of the Management which are final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, and indiscipline, absence from duty without permission or any other conduct considered by the management to be detrimental to the institute, your services will be terminated without assigning any reason. Forthwith, without any notice or one month's salary in lieu thereof. This order will be final and you will have no right to challenge the decision of the management in any court of law.
- If the anytime you wish to discontinue the service you shall serve a notice of one month ensuring that your last working day does not fall during mid-session and continue to perform your duty with full sincerity and diligently during this period.
- If the anytime you leave the Institute after resignation, the account shall be finalized after the submission of no dues certificate and all clearance from concerned departments which have to be submitted by you within 30 days of your date of resignation after which no claims of any sort will be entertained
- Your appointment is based on the information giving by you in your Bio-Data.
- If at any time information given is found to be incorrect or concealed your service shall be terminated with immediate effect without giving any notice or salary in lieu thereof.
- You shall not leave job during mid-session.
- This offer of the appointment letter is purely temporary subject to approval of State Govt. and affiliating University.

Your are requested to report for duties on or before 30/08/2023 and submit the duplicate copy of this letter duly signed by you as acceptance letter of the conditions stipulated in this appointment letter.

Thanking you.

(Rajdeo Singh)
(Chairman)



Copy:

- Personal File
- Accounts Department