

M.S. COLLEGE OF PHARMACY

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Sandi, Hardoi, U.P.-241403
E-mail : amitkumar5791@gmail.com

From

Principal / Manager



To: _____

Subject

Date: _____

Ref. No MSCOP/APL/2023-24/15

Date: 10-02-2023

To,

Mr. Mohammad Rashid Ansari
Civil Line Maharajganj
U.P.- 273303

Subject: Appointment Letter as a Principal in "M.S. COLLEGE OF PHARMACY", Village -Adampur Sandi ,
District - Hardoi.

Dear Sir/ Madam,

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

- You are appointed on a Pay Scale of Principal(Pay scale 37400-67000) You are required to join the Institute at the earliest but not later than two months from the date of issue of this appointment letter or before the commencement of academic session 2023-24 whichever is later.
- You will be governed by the Service and conduct rules of the Institute / Trust Affiliating University/Board/PCI enforced from time to time.
- The nature of appointment will be on probation for one year which may be extended up to one year more, if management is not satisfied with the services in the first year. During probation period management reserves the right to terminate the services of the employee without assigning any reason, while the employee must furnish one-month prior notice in case of leaving the job or one month salary in lieu thereof.
- 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.


MANAGER

M.S. COLLEGE OF PHARMACY
ADAMPUR, SANDI, HARDOI (U.P.)

- 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 discoveries / Ideas developed 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, 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 behaviour, 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 at any time 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 at any time you leave the Institute after resignation, the accounts shall be finalized after the submission of no dues certificate and all clearances 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 the 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.

You are requested to report for duties on or before 10-02-2023 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.


 MANAGER
 M.S. COLLEGE
 ADAMPUR, SANDI, HARDOI (U.P.)

Copy to:

- Personal File
- Accounts Department