



KHALSA COLLEGE OF PHARMACY

Add :- NH-24, NAGRIYA RAMPUR ROAD MILAK (U.P.) 243701

CONTACT NO :- +91-9412809489,+91-9795795355

E-mail :- khalsacollegeofpharmacy2020@gmail.com

Ref :-...Kcp/2023/008....

Date ...20/...05./2023.....

APPOINTMENT LETTER

To

Mr. Vijay Kumar
S/o Mr. Har Prasad
Rampur - 243701.

Sir,

With reference to your application for the post of **Account Clerk**, Lotus Institute of Pharmacy and subsequent interview held with us, the management is pleased to offer you the post of **Account Clerk** on the following terms and conditions:

1. That you will be appointed on the probation period of 01 year from your date of joining and will be confirmed on your satisfactory performance.
2. That your services will commence from the date of joining.
3. That you can discontinue your services with the institute by giving at least one month prior notice.
4. That you will submit the certificate of medical fitness from CMO.
5. That you will be eligible for the leaves as per institute rules.
6. That you will be considered for the other benefits as per institute rules.
7. That you will not undertake any part time/full time assignment, which may be competitive nature or otherwise without the prior written permission from the College.

If above terms and conditions are acceptable to you, you are requested to send a countersigned copy of this appointment letter alongwith your joining report to join us.

Thanking you,

With best wishes,

Gulsaran Kour
Chairman