



# SHANTI NIKETAN COLLEGE OF PHARMACY

Ref. No.....

Dated 01/11/22

## LETTER OF APPOINTMENT

**Mohd. Faiz**

1. This has reference to your application and the subsequent interview for the post of **Office Assistant in the Shanti Niketan College of Pharmacy Village - Ikla, Mohiuddinpur Meerut.**
2. We have the pleasure to appoint you on the said post of Director. DA and HRA will be paid as per norms prevailing. Your Total emolument will be as per norms.
3. Please take up the charge of your duties at the earliest.
4. You will be entitled for Leave & other benefits as per rules of the Institution.
5. You have to carry out all the duties allotted to you in the interest of the institution.
6. The Management shall have the right of terminating this appointment without notice and without assigning any reason during the period of probation.
7. After confirmation the management may terminate your services by giving you one month's notice or payment in lieu thereof. You will also be entitled to resign from the services after giving the Management one month's notice or payment in lieu thereof.
8. You will have to serve the institution for at least one academic session.

Please confirm your acceptance of this letter.

*S. Mahishita*  
Authorized Signatory  
Authorized Signatory  
Shanti Niketan College of Pharmacy  
Vill. Kayasth Gaudi Mohiuddinpur  
Meerut

*faiz*  
*faiz Saifi*