

**SUGHAR SINGH MEMORIAL SHIKSHA PRASAR SAMITI**  
**SAIFAI, ETAWAH**

REF. NO. SSMP 02-06-2023

Contact No. - 8853976376

DATE. 04/02/2023

To,

Mrs. Shweta Jain

**OFFER LETTER**

SUBJECT – Offer letter of the post of Principal at S.S. Memorial College of Pharmacy.

With reference to the selection committee, which considered your candidature, your appointment to the post of Principal at S.S. Memorial College of Pharmacy has been recommended. The monthly salary in respect to this appointment will be rupees 65000/-, it is my privilege to send you this letter of appointment which will be subject to the following term & condition.

1. You are bounded to serve this institution at least at the end of session.
2. Your performance will be reviewed after the end of academic year and suitable consideration will be taken.
3. If college administration is not satisfied with your service, the college management will be dismissed from the service.
4. If management wants to relieve you from your services you will be paid salary till the last working date.
5. You are not allowed to leave the institute in the middle of the academic year.
6. You are whole time employee: you will not engage yourself in any other employment outside the institute and you are required to abide by the rules & regulation of the institute as applicable & issued from time to time.
7. You are not allowed to take leave more than one day at the time, you can not take more than two CL in one month.
8. Total 14 CL & 20 EL are granted in an academic session.
9. Please sign and return the duplicate copy of this appointment letter as a taken of your acceptance the appointment with the above term & conditions.

I hereby agree to accept the above mentioned appointment to the post of principal with all the term and conditions.



Signature with Date

कार्यकारी निदेशक  
एसएसएम मेमोरियल कालेज ऑफ फार्मसी  
साईफई, इटावा

  
04/02/2023  
PRINCIPAL  
S.S. MEMORIAL COLLEGE OF PHARMACY  
SAIFAI, ETAWAH