



P.L.N.M. COLLEGE OF PHARMACY

Gharbara (Teppal) Aligarh (UP)- 202185

DATE: 20/01/2019

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To,

Mrs. Rashmi Srivastava

Director & Head, Faculty of Pharmacy
Dear Sir/Madam,

With reference to your application and subsequent interview held on 10/01/2019 and as per the recommendation of selection committee the undersigned is pleased to appoint you as Lecturer in Chemistry of the following in our institution:

- **QUALITY** As an A N T E course.
- **SERVICE** You are being appointed as a full time employee of the Institute and thereof will not undertake any other assignment with any other educational institution or other kinds of organisations either on temporary basis or otherwise without the written consent of the management of the Institute. Your service will be on probation period for one year from the date of joining and may be terminated by either side by giving one month's notice of payment of one month salary in full. (Annex 1)
- **RULES** You will abide by all the rules and regulations of the Institute as may be notified from time to time and will report to the President of the Society.
- **CONFIDENTIALITY** You will treat all information/affairs of the Institute as a confidential matter and not divulge to any person, former Institute or company any information that you may come across during the course of your service with the Institute and thereafter.
- **HANDLING OVER OF MATERIAL** Upon completion of your tenure of responsibility for the service and another you will hand over to the President all papers and documents which may at times be in your possession relating to the affairs of the Institute and will not retain any of extracts there from.

Please sign on this letter with stamp of the Institute sign for the acceptance of the terms & conditions mentioned above.



Principal