

R G S COLLEGE OF PHARMACY
JAHANGANJ, FARRUKHABAD (U.P.)
Mob.- 9452612322, Email rgscollegepharmacy@gmail.com

Ref. No.:

Date: 11/1/2023

Mr. Nagendra Singh
S/O Siddhanta Singh
Add. Village - Sahraon
Government of Uttar Pradesh

OFFER LETTER

Dear Mr. Nagendra Singh,

We take pleasure in offering you the position as "Lecturer" in **R G S College of Pharmacy, Jahanganj, Farrukhabad, U.P.** on the pay scale prescribed by PCI/Govt. from time to time.


2. A detailed Appointment Letter stating the terms & conditions of employment including issues related to probation and notice period will be issued at the time of your joining. However, general terms and conditions will be as under:

- 2.1 Probation period will be of 12 months w.e.f. date of joining.
- 2.2 Confirmation after successful completion of probation period.
- 2.3 100% compliance of all rules, regulations, Code of Conduct and Values of the institute.
- 2.4 Compensation and benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws if applicable.

3. At the time of your joining, we would be requiring following documents:

- 3.1 Certificates of all educational qualifications (High School onwards) with mark sheets.
 - 3.2 Experience certificates from all previous employers, if any.
 - 3.3 Salary certificate or proof thereof from current employer, if any.
 - 3.4 Permanent Account Number (PAN) and AADHAR is compulsory.
 - 3.5 Form 16 from current employer, if applicable.
 - 3.6 Resident Proof (i.e. AADHAR/Voter ID/Driving License/Passport/Electricity Bill/Rent/Agreement)
 - 3.7 Five Nos. recent passport size colored photographs.
4. May we request you to please send us your acceptance (Proforma of consent letter attached) of above terms and conditions as soon as possible.
5. We look forward to you to be part of **R G S College of Pharmacy, Jahanganj, Farrukhabad, U.P.**
6. Should you require any further clarification, you may please feel free to contact us.

Thanking you,


प्रचार्य
आर.जी.एस. कॉलेज ऑफ फार्मसी
जहानगंज, फर्रुखबाद