

# RAMJI SINGH MEMORIAL COLLEGE OF PROFESSIONAL STUDIES

Vill. Gajipur Bhagwan, P.O. Medpura Sultan, Distt. Bijnor, U.P. 246762.

Letter No.: RSM/2023/

Dated: 25/08/2023

**Sh. Wes**

S/o Sarfraz Ahmad,

Moh. Punjabi Colony, Nagina,

Distt. Bijnor, U.P.-246762.

**Sub.: Appointment Letter for Lecturer**

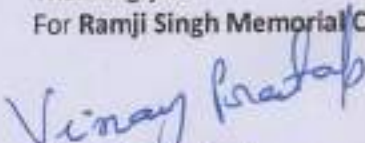
Dear Sir,

This has reference to your application and subsequent discussions held with you regarding your appointment as **Lecturer** for our institution **Ramji Singh Memorial College of Professional Studies**. This appointment shall be effective from the date of your joining, subject to the following terms and conditions:-

1. You shall be paid a Basic Salary of Rs.25,000/- (Rupees Twenty Five Thousand only) and DA as per norms per month.
2. Besides it, you shall be paid House Rent Allowance @7.5% of your salary subject to that you take house on rent within radius of 10 KM of the campus.
3. **DUTIES AND RESPONSIBILITIES:** You will work as per instructions of Principal of the institution.
4. You will devote your entire time to the work of the college only and will not undertake any other business or work, directly or indirectly, honorary or otherwise, without prior written permission from the Management.
5. You will not utilize, disclose, or divulge to any unauthorized person or persons any trade secret or know, how of the establishment which causes or may cause harm to the business or reputation/ goodwill of the College.
6. If at any time before or after your joining, it comes to the notice of the Management that you have furnished any false information or have concealed or withheld any fact, the appointment order shall stand cancelled and consequently your services shall be liable to be terminated at once without giving you any advance notice.
7. You are required to adhere to provisions contained in the policy on Prevention & Redressal of Sexual Harassment & ensure it's compliance during the tenure of your service."

Thanking you

For Ramji Singh Memorial College of Professional Studies.

  
Vinay Pratap Singh