

Dr. APJ Abdul Kalam College Of Education

P.S.-22, I Pocket, Dr. Ram Manohar, Lohia Nagar, Meerut

A MINORITY INSTITUTION

Ref. ARS/09/101

Date. 1.7.2022

To,

Mr. ARSHAD AHMAD
Lov-Kushpuram
Near Godwin School
Rohta Road, Meerut-250002

Appointment Letter

Dear Sir/Madam

With reference to your application and subsequent interview for the post of **PRINCIPAL** (Pharmacy) the management committee of the institute is pleased to appoint you at the said post in the scale of UGC/PCI/BTE/STATE GOVT. norms plus admissible allowances from time to time. The following terms and conditions will govern your appointment-

1. You shall be on probation of one session. The probation period may be extended for a period of other sessions and your services may be terminated without notice during the period of probation if the work and conduct during the said period is not found satisfactory in the opinion of the appointing authority. During extended probation period no annual increment & other benefits for confirmed employees will be granted.
2. You shall not leave the Institute before the completion of the academic session.
3. Your services may be terminated either by giving one month's notice or one month's salary in lieu of notice period during the probation period or extended probation period.
4. As a whole time employee of the Institute, you will apply yourself honestly, efficiently and diligently towards the duties assigned to you.
5. You shall not absent yourself from your duties without prior permission of the Principal/Director.
6. You shall not leave the station without prior written permission of the Principal/Director of the Institute during the session or long vacations.
7. You will confine to all rules and regulations in force/As amended time to time in this Institute and will obey all lawful orders of the Institute's Principal/Director.

If the above terms and conditions are acceptable to you, please confirm and give you consent for the same.

Yours truly,

शरीक मुन्सिफ मुलायम
Principal/Signatory