

HMS College of Pharmacy

Ref: No.: HMS/APP/2022/060/-

Dated: 30/11/2022

APPOINTMENT LETTER

To,

Mrs. Teena Sharma

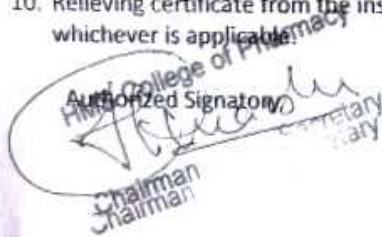
B-132, Enclave, Boor Bulandshahr

Subject: - Appointment Letter for the Post of Principal in HMS COLLEGE OF PHARMACY.

Dear Mam,

With reference to your Bio-Particulars and application, we are pleased to inform you that on the basis of testimonials, we are pleased to issue offer letter you a Principal of HMS COLLEGE OF PHARMACY (U.P.) on regular basis. The appointment is subject to the conditions given below: -

1. You will be entitled for the salary as per rules and regulations of the institution.
2. The appointee may be permitted to resign with three-month prior notice or by paying three month's basic salary.
3. The appointee shall be full time employee of this institute and such shall not engage his / her in any private tuition nor shall involve in any private business, trade or profession.
4. You will have to work exclusively for our college and you will not take up any assignment even on part-time basis. You will be diligently and faithfully work for our college/hospital.
5. You will be responsible for Admissions, Examination and result related activity of the students beside looking after teaching activities of the concerned staff. Also you will look after all the paperwork related to BTE and State Government Departments.
6. You will be abiding by the rules/order/regulations of the institute.
7. You will be maintaining college timings and other rules, which are in force, as on today & which will be applicable from time to time in future.
8. Increment / salary revision or any addition will be made at the time of annual review at the discretion of management on the basis of performance of the duty.
9. The management reserves the right to terminate your services in the event of indiscipline or working against the interest of institution.
10. Relieving certificate from the institution where candidate has been working or proof of superannuation, whichever is applicable.


Authorized Signatory
Chairman
Chairman

Accepted
Pr. Shrivastava
1/12/2022

Plot no. 242, Khurja- Sikandrabad Old G.T. Road, Roopwasi Panchgai, Khurja-
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