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श्री एजुकेशनल एण्ड वेलफेयर ट्रस्ट

कार्यक्षेत्र-भारत
कार्यालय : शुक्लपुर, दहिलामऊ, तहसील-सदर
जनपद-प्रतापगढ़ (उत्तर प्रदेश), पिन-230001

पत्रांक- SCP/2023/Appt/01 दिनांक 01/09/2023

Mr. Nitish Rathore
S/o Mr. Rajendra Kumar Rathore
H.S.No. 40 Ward 3 Indore Kota Marg, western
Part Sojat Kalan, Shajapur,
Madhya Pradesh - 465447

APPOINTMENT LETTER

The Managing Committee is pleased to appoint you as Principal w.e.f. 01/09/2023

1. You shall be on probation for a period of one year and if your performance on the job is found satisfactory during the probation period, of which the management will be the sole judge, you can be confirmed after completion of probation period, otherwise your services can be/shall be terminated forthwith either during or at the end of stated period of probation without any other notice or compensation in lieu thereof.
   In case you intend to leave during probation period you are liable to give one month notice in writing to the institute. In case you intend to relieve before one month notice period you have to pay an equal amount to the number of days against short fall of the required notice period.
2. Your appointment is made on the clear understanding that you have provided all the relevant documents (degree certificate, mark sheets, experience certificates, relieving certificate, ID proof, photographs) and the information is true to the best of your knowledge. Should it be found afterwards that you have given information your services are liable to be terminated without any notice.
3. You will be paid total emoluments of Rs. 45000/- month as discussed at the time of interview held.
4. Income tax and security deposit of one month salary would be deducted as per the rules in force.
5. Your leave will be governed by the rules and regulations as amended by the Management from time to time.
6. Your working hours will be as per the duty roster allotted to you by Undersigned. However you will have to put in extra hours to complete the task assigned to you.
7. You shall be punctual and not remain absent without permission of Undersigned. Failure to do so that day will be treated as LEAVE WITHOUT PAY.
8. All leave to be pre sanctioned by Undersigned.

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9. Casual leave can be availed from date of joining and earned leave after the completion of probation period.
10. You shall not work in any other institution or be online registered for any other college after joining in this institution.
11. You must be registered with Pharmacy Council of India.
12. Resignation notice to be given one month prior and handing over of duties to be done and NO DUES to be submitted before relieving from duties
13. You are not permitted to leave the institution in between the academic sessions.
14. One month salary will be deducted as security deposit and this will be refunded at the time of relieving.
15. In case the faculty not giving notice before resignation security amount will be forfeited.
16. You will also be responsible for organizing extracurricular activities of students and any other work organized by the management from time to time.
17. If you are found absent continuously for more than 10 days without permission your services will be terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action & punishment decided by the management as provided for in the statutes.
18. The Chairman/governing body has the right to amend, modify, alter or vary the terms & conditions of the service.

For SARTHAK COLLEGE OF PHARMACY, PRATAPGARH

(Chairman)

I have gone through the above terms and conditions of my service and accept them fully. I also agree by the rules and regulations which are in force or which may be amended from time to time.

Date: 01/09/2023

Signature: Nitish Rathore