

जय बजरंगवली सेवा संस्थान ट्रस्ट

काजीपुर, मैत्री, इलाहाबाद

पत्रांक

दिनांक 21/07/22

To

Mr Shamshad alam

Mal godhadm bahraich

Dear Sir,

1. With reference to your application, we are pleased to appoint you for the post of Principal in the department of Pharmacy.
2. As per the recommendation of the selection committee. You are required to join the Institute latest by 1st August 2022.
3. The terms and conditions for the service to the post offered to you have been explained in detail at the time of interview and subsequent discussion for which we have already received your acceptance.
4. You are required to submit your original document (last Degree) or 20% of 1st month salary and 10% of salary thereafter up to sum of one month salary as security, this will be retained & released after completion of eleven months of your services.
5. You are entitled to take 12 Casual Leaves & 12 medical leaves in a year but you can not avail any type of leave before 4 months, if availed that will be treated as Leave without Pay although these past leave will be forwarded to your account respectively.
6. You will be on probation for a period of one year, which can be extended to a maximum of another one year subject to your conduct & performance.
7. As per rule your services can be terminated at any time with one month notice or with one month advance salary.
8. You will be reporting to the Director JBBCOP and will act as per his directives from time to time or as policy of the management for the betterment of the Institute.
9. One month prior notice or one month salary (in case you want to leave without notice of one month) will required before leaving the job, failing which the appropriate action will be taken against you.

Pavan Kumar Mishra

Manager

1. The Director JBBCOP
2. The Accounts Section
3. Personal File