



S.D. INSTITUTE OF PHARMACY

Bhopa Road, Muzaffarnagar-251001 (U.P.)

Tel:- 0131-2604546; Mob:- +918937095010

Email:- sdipmzn@gmail.com, www.sdipmzn.com

Ref. No. SDIP/MZN/OT/H/10

Dated... 01/08/2023

To,
Mr. Akshay Kumar
191/10, Krishanpuri
Dist. - Muzaffarnagar, UP.

Dear Mr. Akshay Kumar

The management of the college is pleased to appoint you **Office Superintendent** w.e.f with in 15 days.

Your appointment will be on the following terms and conditions.

1. **SALARY**- Your salary, increments and promotions are as per PCI/BTE norms.
2. **SERVICE** - You are being appointed as full time employee of the college and therefore you will not undertake any assignments with any other kind of organization either on honorary basis or otherwise without the written consent of the college.
3. **TENURE**:
You will be on probation for a period of six months. This period may be extended for another six months.
4. **TERMINATION**- If your performance is not considered satisfactory, the college management can terminate your service by giving you one-month notice or on payment of one -month salary i.e. basic and D.A. in lieu of notice. If you wish to leave the service you shall give one-month notice to college management in writing or on payment of one-month salary i.e. basic and D.A. in Lieu of notice.
5. **CONFIRMATION** - Confirmation of your services will occur only upon being expressly communicated to you by the college management.
6. **RULES** - You will abide by the rules, regulation & policies of the college.
7. **CONFIDENTIAL INFORMATION** - During the employment, you will not directly or indirectly divulge to any person or use the confidential information for



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your own or another's benefit unless so authorized by college management in writing. You will also not leak any information/affairs of the college to any person or firm or institute or commercial house or educational institute during the tenure of your service with this college.

8. **HANDING OVER OF CHARGE-** On completion of your severance of relationship for one reason or other, you will handover the charge to **Head of the college**, which may be at that time in your possession relating to institute's and affair will not retain any document or extracts there from

Please sign and return one copy to us for acknowledgement of having understood the same.

Mr. Kuldeep Saini
Principal