



# Singh Educational Society

(Maharaja, Kashiapur, Varanasi-221011)

Ref. : \_\_\_\_\_

Date: \_\_\_\_\_

SES/2023/11

26.06.2023

To,

Mr. Rajan Kumar Singh  
S/o Sri Narayani P Singh  
Assi, Varanasi

## Sub: Offer Letter for the post of Principal

Dear,

Mr. Rajan Kumar Singh

Pursuant to your consent with application and subsequent interviews, we are pleased to inform you that we are offering you the post as Principal, on following terms and conditions.

1. Your appointment is for SB Institute of Pharmacy, run through Singh Educational Society w.e.f. from final approval from authority.
2. You will be paid Salary scale as per AICTE/UGC and as per rule of UP Govt. & College & management Committee for the Post.
3. Teaching/administrative /academic activities will be as agreed between you & the administration.
4. Your working hours will be as per the policy for SB Institute of Pharmacy, run through Singh Educational Society.
5. During period of your services you shall not enter into any other service or business work or public office part time or full time without the permission of the management.
6. If you want to leave the job, one month prior notice will be compulsory .To assure the one month notice 10%of your salary will be deducted for a period of 10 months and will be paid back on completion of one month period of resignation /termination of service or as per rules.
7. All other terms and condition of services including those not specified or covered by this letter will be governed by the rules and procedures of the organization for SB Institute of Pharmacy, run through Singh Educational Society from time to time.
8. In case if at any time any administrative /disciplinary action is taken against you notice of one month from the management side will not be applicable.
9. Disciplinary action as per decision of the disciplinary committee or by the Principal can be taken if you do not observe these rules accordingly.
10. You will be allowed leaves as per UP government rules as applicable and according to the rules of Institution
11. T.D.S if applicable will be deducted time to time during the financial year at source. You are advised to keep the college office in form of your saving and investments so that accurate T.D.S. is calculated.
12. You will have to observe college timing and will bind to other rules as well, which are enforced as on today or which will be applicable from time to time in future. Apart from teaching, you have to take additional responsibilities decided by Institute for you.
13. If the above terms and conditions are acceptable to you please return it to us in duplicate duly signed.

Secretary  
SB Institute of Pharmacy  
Varanasi