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Annexure - 3

Reg No: 113/2020

RAINBOW CHARITABLE TRUST

Tiwaripur, Gopalpur, Azamgarh 276001 (U.P.)

Mob.: 8957415438 / Email: trustrainbow2020@gmail.com

Ref: RCT/22-12/14

Date: 25.11.2022

To

Mr. Durgesh Kumar Singh

Narouli, Azamgarh.

Sub: Offering you appointment order as Principal at Rainbow Pharmacy College

Dear Madam,

I am writing with pleasure to offer you the appointment as the Principal in the Division of Administration and teaching. This appointment is made on the basis of the selection committee of our **Rainbow Charitable Trust**, starting from 1st Dec 2022. Full details of your appointment are given on the attached sheet.

Your pay scale will be basic 39300-54800 plus 4600 Grade Pay, your gross payment will be 72000/-PM

Your job responsibilities for our principal will be:

- To oversee all the operations of higher-level of the institution.
- Supervising teachers and teaching staffs.
- Setting performance objectives for both the faculty and students
- Implementing and monitoring the policies of pharmacy institute and safety protocols
- Over viewing the administrative works
- Providing counselling to the faculty.
- Handle emergencies and any kind of crises.
- Ensuring a safe and clean environment for the students
- Attend conferences to gain knowledge on new educational trends

If you wish to accept this offer of appointment in the above school subject to the conditions laid down in the attached **Terms of Service for Pharmacy College**, please sign both the copies of the acceptance letter and both the copies of the Terms of Service and the documents One copy each directly to me or through the HR. Other copies are for your retention. If no reply is received on or before 01 Dec 2022, the offer shall be deemed to have been withdrawn. If you accept this offer, you will 01 Dec 2022 report for duty at 10:00 AM.

Priyanka Pandey

Chairman, Rainbow Charitable Trust
Azamgarh, UP

संस्थापक

रेनबो चरिटेबल ट्रस्ट

महुआ मुरारपुर, सठियाँव

आजमगढ़

Principal

RAINBOW PHARMACY COLLEGE
Mahua Murapur, Sathiyon, Azamgarh (U.P.)