

# SATNAMI INSTITUTE OF PHARMACY

Dr. Sameer Kumar  
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June 20, 2023

## Offer Letter

Dear Dr. Sameer Kumar,

1. This refers to your application for employment and Subsequent interview you had with us; we are pleased to appoint you as an Principal in Satnami Institute of Pharmacy in Rukanpur Khurja Bulandshahr at following address:

**Satnami Institute of Pharmacy  
Rukanpur, Khurja  
Bulandshahr, 203131**

2. You will draw a total monthly salary of Rs. 57,500 (Rupees Fifty Seven Thousand Five Hundred only). The management reserves the right to suitably bifurcate/restructure the salary/emoluments under various heads at its sole discretion. Your salary/emolument is subject to statutory deductions applicable from time to time. You shall bear you own taxes that shall be deducted from your salary.
3. You are liable to be transferred from one department to other department/post/sister concern/associate, whether in existence or which may come into existence hereafter, in any part of India and or aboard, as the case may be. Consequent on such transfer, the rules and regulations of the place of your transfer will be applicable to you.
4. You may submit your unwillingness to join the service or letter of offer may be withdrawn by the University, after the acceptance of the letter of offer, for whatsoever reason, subject to payment of compensation on either side equivalent to the month salary; provided that in case there is a gap of more than one month between the date of acceptance of offer and the date of joining and information in writing is given at least one month before the date of joining, fifteen days' salary as compensation will be payable.
5. You will be on probation for a period of six months from the date of your joining. However, your probation may be extended at the sole discretion of the management. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation.
6. During the period of probation, your services are liable to be terminated by serving two months' notice or surrender of two-month' notice or surrender of two month salary in lieu thereof, from either side. However, in case of poor performance or any misconduct or activities against the interest of the University, this probationary appointment will be terminated with immediate effect without any prior notice or assigning any reason or any compensation in lieu of any notice. After confirmation, your services may be terminated by giving two months' notice in writing by either side or on payment of two month's salary in lieu thereof. However, in case you initiate termination of services during the period, a particular semester is in progress, it shall be the discretion of the management to relieve you from the services of the Institute, in between the semester in question.
7. The Institute reserves the right to display your details that may also include your joining, conduct, exit etc. on its website or through internet or any other medium as deem appropriate.

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8. In case of unsatisfactory performance or discharge of duties or in case of any multitudinous problem, or in the event of breach of any of the terms and conditions of the employment, indiscipline, anti-organization behavior, breach of faith and / or any conduct on your part which is inconsistent with the employer-employee relationship and/ or prejudicial to the interest of the institute, the institute shall be at liberty to discontinue your services without any notice and without compensation and prejudice to legal and other rights and remedies for such breach or conduct on your part.
9. You are required to join your duties on or before 1<sup>st</sup> July 2023, failing which this offer shall stand cancelled. Please submit the following documents for our verification and records-
  - a. Signed and accepted copy of offer letter.
  - b. Photocopy of all the educational & professional certificates.
  - c. Date of birth Proof (SSC Admit Card, Pan Card and Passport).
  - d. Adhar Card & Pan Card.
  - e. Medical Certificate from Medical Practitioner.
  - f. Service Certificate/Relieving Letter/Experience Certificate from the last employers.
  - g. Monthly Pay Slip of at least months'/salary certificate showing the salary details of last employment.
  - h. One Cancelled Cheque.
  - i. Four Passport size photograph.
  - j. The final letter of appointment detailing all terms and conditions will be issued to you after your joining.
  - k. We wish you joy and success in all your assignments.
  - l. Please sign the duplicate copy of this letter in token of your acceptance.

Yours sincerely

Devesh Kumar  
Secretary, Managing committee,  
Satnami Institute of Pharmacy