



# एम. जी. बी. रजत कॉलेज ऑफ फार्मसी एण्ड मैनेजमेण्ट

सिंहपुर गौडिला, जिला अम्बेडकरनगर (उ०प्र०)

संस्थापक एवं संस्थापक अध्यक्ष	रजत राजन सिंह एडवोकेट उच्च न्यायालय संलग्नक सज्जद पीठ उप अध्यक्ष, गौडिला अधिकारी एवं विधि सलाहकार	मुख्यमन्त्रा सिंह प्रमुख निदेशक / उपमुख्य एवं सेक्टरल ट्रस्टी मो० 9415410023, 8400089999	डा. आर. जे. सिंह चौहान संस्थापक प्रमुख / सेक्टरल एवं सेक्टरल ट्रस्टी मो० : 9415002312, 7097716887
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पत्रांक : MJBRCN/app/22

दिनांक : 06/12/2022

## APPOINTMENT LETTER

Mr. Kamlesh Kumar Pandey

With reference to your application and subsequent discussions with you, the Management is pleased to appoint you as Principal in department of Pharmacy on following terms and condition,

- 1- You will be paid the salary as admissible in the scale and mutually agreed.
- 2- You will be probation for a period of one year. In case of unsatisfactory performance or discontinuation of our course by PCI/AKTU. Your services will be terminated or probation period extended at the discretion of management Confirmation of job shall have to be in writing only.
- 3- During probation period, the management can terminate your services without given any notice. After confirmation, either party will have to give one month notice or salary in lieu thereof.
- 4- You will not be permitted to leave the service in the mid of the session, at the end the semester, you can be relieved as per clause-3 above.
- 5- You will strictly follow the rules, regulation and procedures of the institute and maintain punctuality and discipline at all costs. In case of teaching assignment, you shall adopt best teaching methods.
- 6- In case you are found guilty of misconduct of violation of any condition of appointment including code of conduct and discipline of the institute, your services can terminated without any compensation in lieu thereof.
- 7- Before proceeding on any leave, you will be required to get it sanctioned from the competent authority well in advance as specified in the Leave Rules. The extension of any leave should also be sought prior to expiry of sanctioned leave. Any violation of leave rules will be treated as indiscipline.
- 8- You will be whole-time employee of this organization and shall not engage yourself in any other work either honorary or otherwise, during the period of your employment with us, without written permission of the Management
- 9- In case of any change in your address, during the course of your tenure with us, you shall intimate the new address to the Management within three days from the date of such change.
- 10- You will not discuss or divulge any activities or affairs of this institute, which may come to your notice in course of your service, with any person/persons, not belonging to this organization. This stipulation shall be a binding on you even after you leave the institute.
- 11- Your duties shall also be governed by the guidelines of AICTE&AKTU and relevant instructions for private unaided institutes, as may be in force from time to time and applicable to those institutions whose affiliation is granted on year to year basis.
- 12- In case the terms and conditions expressly enumerated above are acceptable to you please sign the duplicate copy of this letter as a token of your having understood and accepted these terms and conditions & deposited the same at the institute's administrative office. You are required to report for duty to the undersigned at the earliest. We look forward to a long happy association with you.

Copy to:

1. Accounts Section
2. Personal file

I accept the offer



(Signature of the candidate)