

# LT. THAKUR RAMKRIPAL SINGH SMRITI SHIKSHAK EVAM SAMAJ KALYAN TRUST

Umarpur, Haribandhanpur, Macchlishahar Road, Jaunpur, U.P.

Mobile No. - 7007167687

Ref. TRST/2023-24/20

Date: 05-09-2023

To  
Mr. Vivek Kumar Yadav  
S/O Shobhnath Yadav  
Village - Lakhaava, Post - Fatehganj, Jaunpur, U.P.

## OFFER/APPOINTMENT LETTER

Sir,

With reference to your application and subsequent interview held on 01-09-2023 the management committee is pleased to appoint you on the post of Principal in Neelkanth College of Education, Jaunpur in the pay scale of 6<sup>th</sup> pay on the following terms and conditions.

1. The nature of appointment is on regular basis.
2. The appointment can be terminated on one month notice from either side, or payment in lieu of that.
3. As a full time employee, will not engage yourself in any employment outside the institute and you are required to abide by the rules and regulations of the institute in letter and spirit as applicable and issued time to time. Other terms and conditions including service rules will be provided to you separately.
4. Your services are transferable to anywhere in the interest of institute.
5. In case of your being found guilty of misconduct or violation of any of the conditions of appointment including the code of conduct and discipline of the institute, your service can be terminated forthwith without any notice or compensation in the lieu of that what so ever.
6. In addition to your regular duties you may be assigned any other duties in the interest of the college. You will also assist in the admission of the student of the students for this institute.
7. During the period of engagement the types of leave may be sanctioned to you.
  - a. Casual leave - one day on each completed month of service during first year of service or 12 days in a year in subsequent year.
  - b. Earned leave/P/L, one day the P/L will be accrued and credited in your current at the rate of one day on completion of each 11 days working.
  - c. Sick Leave - 15 Days in a year however during first year of service it is payable on pro rate basis. The sick leave payable on half pay. At source of deduction of income tax will be made on the salary as per the income tax rules.
8. You will allotted a furnished accommodation if and when available in campus. During this period you will be paid the monthly salary as per norms of AICTE/UP Government /BTE/Trust rule.
9. This offer /appointment letter is purely temporary subject to approval of state and concerned approval bodies with a probation period of 1 year.

You are requested to join your duties before 9 September 2023 and submit the joining letter at the time of joining.

Thank you

  
(Rajendra Pratap Singh)  
Chairman

CC to (1) Accounts Department, Neelkanth College of Pharmacy Education, Rehati, Jaunpur  
(2) Guard File