



Dr. M. C. Saxena College of Pharmacy

(Approved by AICTE & PCI, Min. of HRD, Govt. of India)
(Affiliated to A.K.T.U., Lucknow)

Ref: MCSCOP: Appoint: L: 2021

Dated: 19.08.2021

Mr. Vishal Rai,
R/o Vill-Bhaisawn, Post-Vishampur Raja,
Dist-Gorakhpur-273409.

Dear Mr. Vishal Rai,

With reference to your application and subsequent interview/discussions you had with us, the management is pleased to appoint you as Lecturer (in Pharmacy) on a consolidated salary of Rs.18,000/- per month on the following terms and conditions.

- 1) You are on probation for a period of six months which may be extended or curtailed at the sole discretion of the management.
- 2) Your performance will be reviewed during the probationary period and if found fit to be absorbed in the College as a regular employee, you will be regularized by means of a letter. If no such letter is issued, it shall be deemed that your probation has been extended on month-to-month basis.
- 3) You shall be assigned the duty, specified by AICTE vide their letter no. F. No. 1-65/ CD/ NEC/99 Dt. March 15, 2000 – clause 10, Appendix IX F (Enclosed as annexure to this letter). The duty time shall be regulated in accordance with the rules prevalent from time to time and your attendance will be marked daily.
- 4) You will be governed by the rules and regulations laid down in CCA & CCS and also of the college as may be amended from time to time. But in case of gross misconduct or violation of any of the rules, your appointment will be terminated forthwith without any notice. In case of any dispute, the decision of the College Society shall be final & binding on both the parties.
- 5) During the probationary period, your services can be terminated at any time without assigning any reason. In case you leave the organization during probation, you are required to give one month's notice or the payment in lieu thereof, after regularization, 3 month's notice or payment in lieu thereof is to be paid by either parties. However no resignation will be accepted during the mid sessions.
- 6) You will be the whole time employee of this organization and shall not engage yourself in any work similar or other nature either honorary or otherwise during the period of your employment with us, without written permission of the Management.
- 7) In case of any change in your address, during the course of your tenure with us it shall be your duty to intimate the management in writing within three days from the date of such change. In case the changed address has not been communicated to the Management the communication sent to your recorded address will be treated as delivered and accepted, even if it has been returned. You are also required to accept the communications given to you by the college at any time and will not object to receive it.

* Dr. M. C. Saxena College of Management * Dr. M. C. Saxena College of Pharmacy * Dr. M. C. Saxena College of Engineering & Technology
* Dr. M. C. Saxena College of Education * Dr. M. C. Saxena Polytechnic * Centre of Bio-Technology

*MBBS	B.Tech	B.Pharm	D.Pharm	B.Ed.	M.B.A.	Polytechnic
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E-mail: mcscet@rediffmail.com, Website: www.mcsgoc.com

- 8) During the course of your service, if you are found absent without prior written permission of the competent authority or overstay the sanctioned leave without first getting it sanctioned, then the management will have the right to presume that you have voluntarily abandoned the service and the management has no responsibility whatsoever.
- 9) You will not utilize or divulge to any person/persons any of the trade secrets or affairs of the College, which may come to your notice in course of your service. This stipulation shall be a binding on you even after you leave the College.
- 10) This letter is further subject to the standing rules and regulations of this college in accordance with relevant instructions for private unaided college as may be in force from time to time and applicable to those institutions whose affiliation is granted on year to year basis.
- 11) In case the terms and conditions expressly enumerated above are acceptable to you, please sign the duplicate copy of this letter in token of your having understood and accepted the terms and the conditions and deposit the same at the college administrative office.
- 12) You are requested to report for duty to the Group Registrar of the College at Lucknow at the earliest, but not later than 25.08.2021 along with following documents:
- Certificate of Educational & Professional Qualification.
 - Proof of Age
 - Two copies of passport size photograph
 - Experience Certificate
 - Appreciation/Training/Upgrading
 - Proof of last salary
 - Other supporting Documents

We wish you good luck in your future endeavors.


(Dr. Namrata Saxena)
Executive Director

Copy to:
1. Group Registrar
2. Personal file
3. Accounts section

I, Vishal Rai..... hereby declare that I have read and clearly understood the terms and conditions mentioned in this appointment letter, for the post Lecturer and I accept them and agree to abide by them.

Place: Lucknow
Date: 20/08/2021

Signature Vishal Rai

Name Vishal Rai