



NOVA COLLEGE OF PHARMACY

Approved by AICTE [A Statutory Body under the ministry of HRD, (Govt. of India)] &
Approved by Pharmacy Council of India, New Delhi.
Affiliated to Uttar Pradesh Board of Technical Education (UPBTE), Lucknow (College Code: 2101)
Affiliated to Dr. Abdul Kalam Technical University (AKTU), Lucknow (College Code: 1151)

Ref. No.: NCP/CO/2019/001

Date : 26-07-2019

Offer Letter cum Appointment Letter

Mr. Shivakant Gupta S/O Mr Shobha Chandra Gupta is hereby informed that with effect from taking over charge, he is offered to the post of Computer Data Operator for our degree and diploma courses in pharmacy programme on regular basis at our institute. In reference to your application & subsequent interview with selection committee at Nova College of Pharmacy, Lucknow and on the basis of recommendation of selection committee, we are pleased to offer you a position of Computer Data Operator in our Institute. Your appointment would be governed by following terms & conditions.

1. Your appointment is on regular basis and will be effective from the date of joining.
2. Your appointment shall be governed by the rules and bylaws of the institute. No TA/DA shall be admissible to join the post.
3. If any declaration furnished by you in your appointment to the above post is found to be false or if you are found to have willfully suppressed any material information, you will be relieved from your duties. The appointment may be terminated on one-month notice at either side.
4. Regular performance review will be conducted to assess your performance and suitability. Your salary will be reviewed thereafter every 12 months. You will be entitled to all allowances and benefits whatsoever decided by management.
5. You are entitled to avail holidays and leaves as prescribed by State Technical University/State Technical Board/U.P. State Govt./Trust rules.
6. In addition to terms and conditions stated in the letter of appointment, you are bounded to the "Service Agreement" including policies appearing in the institute manual.
7. You're signing or receiving the appointment letter and joining the institute confirms your acceptance of the terms and conditions mentioned above.
8. You shall report at the institute premises directly within one month of issuance of this letter.

We hope a symbiosis emerging out of our collaboration.

Principal

Principal
Nova College of Pharmacy
Gomti Nagar Ext. Lucknow

Received
Shivakant Gupta
27-07-19