



# D. J. COLLEGE OF PHARMACY

(Run by : Jassar Dental Medical Education Health Foundation)

(Approved by Pharmacy Council of India, New Delhi)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow & Board of Technical Education, Lucknow)

Ref. No.:

DJCOP/HR/AL/OCT 2022/1472

Dated 01/10/2022

## LETTER OF APPOINTMENT ORDER

To,  
Dr. (Prof) Sunil Kumar  
H.No-D-58, 28, Khetri Nagar,  
Jhunjhunu, Rajasthan-333504

**Subject:- Letter of appointment for the post of Director of the College.**

Dear Sir,

**Ref:** Your application to the said post & subsequent interview with the Selection Committee This is to inform you that on the recommendation of the Selection Committee and approval of the Governing Council of 'Jassar Dental Medical Education Health Foundation' Modinagar, Ghaziabad. UP, you are hereby appointed with effect from the acceptance of the offer as well as date of reporting on duty in **D. J. College of Pharmacy Modinagar, Ghaziabad. U.P.** This appointment is subject to the following mutually agreeable terms and conditions. Effective from the date of joining this Institution:

- 1. Probationary/Service period of appointment:** This appointment is initially for a period of one year from the date of your joining the institute and on successful completion of probation of one year of service the appointment will be subject to annual renewal and or further confirmation. To be mutually agreed between both the parties. The initial probationary period may be extended. If deemed necessary by the institute.
- 2. Remuneration:** You are entitled to remunerations/compensation (Salary & other applicable emoluments/benefits etc.) on consolidated salary of Rs. 1,10,000/- (Rupees One Lac only) per month.
- 3. Full time Employment & Private Practice:** The said appointment is based on the rules and regulations of PCI, AICTE AKTU & BTE and said appointment will be full time employment. You have to abide by the duty time and working hours as stipulated by the institute from time to time.
- 4. Leave Rules:** You will be eligible to avail various leave as per the rules & regulations of the institution/Affiliating University. No leave will be allowed during period.
- 5. Resignation & Termination of Service:** In case of unforeseen and unfortunate circumstances if you want to leave the institution by tendering a resignation letter in writing, or the competent authority of the Institution wants terminate your service, it will be mandatory for either side to give 2 months (60 days) notice in writing or 2 months salary in lieu thereof.
- 6. Confidentiality:** You are expected to maintain confidentiality of the home department/Institution if any, and shall not disclose any such information verbally or in writing.
- 7. Other Service Rule & regulations:** For any other matters, including those not specifically covered in this letter of appointment, you will be governed by the General

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Service Rules Regulations and Administrative Order issued by the Management and Governing Council of the College/Institution from time to time.

8. **Medical check-up:** You are required to undergo a pre-employment formal medical check-up in Divya Jyoti Hospital, Modinagar, U.P. on any working day with prior appointment or you can submit a medical fitness certificate issued by an approved authority preferably by a Government Hospital.
9. **Acceptance of this Appointment & date of Joining:** You are requested to acknowledge acceptance and submit duly signed joining letter with clear indication of Date of Joining (DOJ) or you are hereby requested to join the institute on or before 15/10/2022.
10. **Documents & testimonials of the submitted:** You are also requested to submit all the relevant and copies of the documents as per the check list along with the prescribed Declaration form of PCI in duplicate along with six copies of recent photographs.
11. The management takes this opportunity to welcome you to the **D.J. College of Pharmacy, Modinagar, U.P.** and looking forward to have long and happy association with you and your valuable academic services.

Yours Sincerely,



Authorized Signatory

D.J. College of Pharmacy