



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.: NCOP/STAFF/2023/010

Date : 21-08-2023

OFFER CUM APPOINTMENT LETTER

To,
Ms. Mohini Tiwari
2/7, Vivek Khand,
Gomti Nagar Lucknow.

Sub : Offer Cum Appointment Letter for the post of Assistant Accountant.

Sir / Ma'am,

Congratulations

This Offer cum Appointment Letter has been written to notify you that you are selected for the position of a Assistant Accountant at our college. Your appointment would be governed by following terms & conditions.

1. Your appointment shall be governed by the rules and byelaws of the College. 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.
2. In case of you are seeking employment elsewhere your notice period will be 1 month from either side & your application shall be routed through the management committee failing which your relieving and experience certificate will not be issued.
3. Your appointment is regular after period of One year services. Your application for the extension of service shall be considered on completion of the one year's period. Your services may be terminated with one month notice or on one month salary in lieu.
4. You are entitled to avail holidays and leaves as prescribed by State Technical University/State Technical Board/U.P. State Govt./Trust rules.
5. During your association with organization you will come across confidential secret and delicate nature of record, file and information. you will uphold this information with integrity and shall not divulge it to others for personal or professional purposes during or after you association with organization. You will maintain complete confidentiality on all such information.
6. You must have proficiency in Microsoft Office (Word, Excel, Power Point) which is mandatory for academic and administration.
7. You are required to report/join your duties within One week of issuing of this letter or as soon as possible.

Please sign one copy and return as confirmation to the undersigned from your side.

Rani
CHAIRPERSON
CHAIRPERSON
NOVA EDUCATIONAL TRUST
LUCKNOW U.P.

Received
Jane
23/08/2023

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