Sagar Institute of Technology & Management

Department of Pharmacy

(Approved by Pharmacy Council of India & AICTE, New Delhi, Affiliated to Dr. A.P.J. Abdul Kalam Technical University Lucknow)
8th km, Tikunia, Faizabad Road, Barabanki - 225003, U.P., India
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Ref: SITM/EP/No. 23/[illegible]/24 Date: 24/08/2023

To,
Ravi Ranjan
H.No. 13/16, Dandikhela,
Post. Lucknow-226017

Appointment Letter

With reference to your application and subsequent interview held at **Sagar Campus**, I feel pleasure in offering you the position of **System Admin** in **Sagar Institute of Technology & Management, Department of Pharmacy, Barabanki**. Your total salary will be **Rs. 10000/- (Ten thousand)** per month excluding allowances. Your appointment is as per the rules of the institution on the following terms and conditions:

1. Your Appointment will be effective from 21/08/2023 on full time basis subject to probation of one year from the date of joining duty. If you fail to join your duties due to any reason., within one week from this date this appointment letter automatically stands cancelled.
2. You will be paid a monthly salary of as per PCI norms.
3. The continuation of your services will depend on the performance appraisal, which will be reviewed after one year.
4. During probation period before having/terminating the services either side shall give one month's notice or pay in lieu thereof your services be terminated without notice in case any disciplinary / legal action has been initiated against you.
5. On confirmation of services after probation period the notice period shall be of two month's or pay in lieu thereof from both the sides.
6. You may be required to participate in any non-teaching activities of college. It would be essential for you to do all works assigned by director/management you will also be required to undertake coordination admission and placement & training & development activities of students.
7. You will not undertake any outside assignment of private coaching during the period of your services in institute without the permission of chairman/Vice Chairman/Director in writing.
8. You will be governed by the rules and regulations of Institute enforced from time to time.
9. You should produce satisfactory evidence of having obtained a proper relieving letter from your previous/present employer.
10. Institute present with your testimonials (duly attested) for your record purpose and submit your original certificate for verification. If the offer of appointment on the above terms and conditions is acceptable to you, please intimate your acceptance of offer immediately.
11. CL, EL shall be permissible as per rules.

Principal
Sagar Institute of Tech. & Mgmt
Department of Pharmacy
Barabanki-225003
College Code-[illegible]

Copy to:
1. Accounts Section