



RAMDOOT COLLEGE OF PHARMACY

D.Pharma (Code : 1078)
Approved By : P.C.I. New Delhi

Mob. 9412233637, 8791461180
Affiliated to B.T.E. U.P., Lucknow

Vill. Randevi (Nakur), Saharanpur - 247342 | Website : www.rcop.co.in | E-mail : ramdootcollege.3@gmail.com

Ref. No. RCP/AP/2024/11
To

Date 01/01/2024.....

Km. Annu Saini
Mahkdum Jaha Saray, Gangoh Khalsa,
Saharanpur (U.P.)

Sub: Appointment Letter

Dear Km. Annu Saini,

With reference to our offer for appointment and your subsequent acceptance of it, you are hereby appointed at our Institute "Ramdoot College of Pharmacy, Randevi (Nakur) Saharanpur (U.P.)" with effect from 01/01/2024 on the following terms and conditions:

1. **Designation:** Lecturer
2. **Place:** Saharanpur (U.P.)
3. **Emoluments**

Your salary is fixed at Rs. 17000/- per month.

4. **Rules and Regulations**

You will abide by all rules and regulations of the Institute as may be enforced by the management from time to time and will report to the undersigned. The management reserves the right to modify, alter or delete existing service rules or to introduce fresh service rules which will be binding upon you.

In addition to your regular duties, you may be assigned any other duty in interest of the Institute.

5. **Service**

You will be a full time employee of the Institute. You will not engage yourself directly or indirectly in any service or be concerned in any manner, in any business other than that of the Institution and shall not associate yourself, not let your work, name or personality be used by any other Institution/ Organization without the express consent of the management.

6. **Confidentiality**

As a part of your duty and otherwise, you will come across many confidential matters. You will treat as confidential the information/ affairs of the Institute and will not divulge to any person, firm or institute or company, any information that you may come across during the tenure of your services with the Institute and thereafter.

7. **Leave**

Casual, Medical, Privilege and any other leave will be as per Institute service rules.

8. **Termination of Services**

The management reserves the right to terminate your services on giving you one month notice or payment of salary in lieu thereof. Similarly, you will be at liberty to resign from the service upon one month's notice or payment of salary in lieu thereof.

9. **Retirement**

You will automatically retire without any notice on your reaching the age of 65 years. Should you continue in service even after attaining the age of retirement, you can be retired thereafter by giving you one month's notice or salary in lieu thereof.

10. **Handing Over of Charge**

Upon completion of your tenure or severance of relationship for one reason or another, you will hand over to the undersigned all papers and documents which may at time be in your possession pertaining to affairs of the Institute and will not retain any or extracts there from.

In case the terms and conditions are acceptable to you, please sign the duplicate copy of this appointment letter in token of your having understood and having accepted the same.

Yours faithfully,


SECRETARY

For Ramdoot College of Pharmacy, vill Randeви (Nakur) Saharanpur" (U.P.)

ACCEPTANCE

I receive my Appointment Letter and hereby accord my acceptance to all the terms and conditions specified therein.

Date:

Signature

Place:

Name: