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EDUCATIONAL INSTITUTE

Ref. no. LLET/APP/2023-24/70.

Appointment Letter

Date: 25/11/2023

To,
Mr. Shani Yadav
Vill- Belau, Post- Gambhirpur,
Dist- Azamgarh (276302)

Dear, Mr. Shani Yadav

Subject: Appointment for the Post of Lecturer

With reference to your application for employment and subsequent interview you had with us, we are pleased to offer you the position of Lecturer for Pharmacy Department in our organization on the following terms and condition.

- 1) **Date of appointment:** Your appointment is effective from 25/11/2023
- 2) Your remuneration package will be as per PCI Norms.
- 3) **Probationary period:** You will be on probation for a period of Six Months from the date of your joining.
- 4) **Termination:**
 - a) Your services after confirmation can be terminated on three month's notice or either side or salary in lieu thereof. However, no notice will be necessary for termination of services, if the management finds doing anything with damage which against the property, rules and decorum of the institute, governing body of institute terminate without any prior notice.
 - b) If you remain absent without prior permission or overstay the sanctioned leave for more than three consecutive days, you will be deemed to have deserted your service, thereby bringing about termination of your employment with the institution automatically on your own.
 - c) If you remain in sick leave for more than 60 days consecutively, you are liable to be discharged from the employment of the institution due to medical unfitness for your assigned work and duties.
- 5) **After termination service:** On termination of this appointment, you will immediately, give up to the institution all correspondence, specifications, books, documents, data, drawings, effects or rewards and all other properties belonging to the institution or the institution or relating to its business and shall not retain or make copies of these.
- 6) **Confidential Information:** You will at no time without consent of the management disclose or divulge or make any statement or pass on any information of or about the institution except on the legal obligations regarding the institution offers or administration or research carried out, whether the same is confined to your or become known to you in the course of your service or otherwise.



Toll Free : 1800 21 29596

Add.: SAMENDA, AZAMGARH, U.P. 276128
Mob.: +91 87260 31223, +91 94507 39101