



# J.K. INSTITUTE OF PHARMACY

(A unit of Rajesh Chaudhary Memorial Charitable Society)

NH-91, Agwal Railway Crossing, Khurja 203131, Distt. Bulandshahr, U.P.

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Website: [www.jkiop.org](http://www.jkiop.org)

College Code : 1680

Ref. No. JKIO/2021/

Date: 01/12/2021

## Appointment letter

To,

Ms. Sunny

Add- H.No.-9, Chhuria Mohalla

Madanpur Khadar, Sarita Vihar

South Delhi 110076

Dear Sir/Madam,

With reference to your application and subsequent interviews we are pleased to inform you that you have been selected as **Assistant Professor** this institute, strictly in accordance with the following terms and conditions:

1. That you will be paid Gross salary of 25000/- PM as approved by administrative council.
2. That you must strictly comply with rules, regulations, which may be brought into force from time to time according to the direction of govt. of state and management of the institute.
3. That if information of any matter regarding your educational qualification, experience, etc is found false or incorrect, your services will be terminated forthwith without any compensation or notice.
4. You will devote exclusively to the business and affairs of the institute and will attend the place of business to which you may be assigned during usual and customary working hours.
5. That our working hours are from 9:00 AM to 5:00 PM (Monday to Saturday).
6. That your absence from institute for a continuous period of more than 10 days without intimation and permission in writing, shall be treated as "Voluntary abandonment of service" and you shall be deemed to "leave the service at your own accord".
7. That while in the service of the institute, you shall not undertake any direct/indirect business employment of work.
8. That in case you desire to resign from post, you have to give One Month notice or One Month salary in lieu of that.
9. If management of the institute is not satisfied with your work and conduct you may be relieved at any time by giving One day notice.
10. You will be on probation for One years.
11. That you are directed not to leave the services of the institute in midsession. If you leave the institute in mid of the session, your name from PCI portal and BTEUP portal shall not be deleted.
12. That if, you accept the set of terms and conditions of our institute you are requested to report yourself to the undersigned falling which offer will stand cancelled.

We hope that this shall be the beginning of a long and mutually beneficial association.

Please return the duplicate copy of this letter duly signed as a token of your acceptance of the appointment on the terms and conditions contained herein.

(Dr. JK Singh)

Manager/Secretary