



# DR. R.N. GUPTA TECHNICAL EDUCATIONAL SOCIETY

**Head Office** : Agra-Kanpur Road, N.H.-2, Etmadpur, Agra-283202 (Uttar Pradesh)  
**Corporate Office** : 107/9, Kishan Garh, Vasant Kunj, New Delhi-110070 Ph. : (011) 26125195, Fax : (011) 26121328  
**Branch Office** : Bhora Kalan, Pataudi Road, Near Bilaspur Chowk, Delhi-Jaipur Road, N.H.-8, Gurgaon-122413

Ref. No. DRNGIES/Ho/Apptt./ACPS/Agra/2018

Date:-15/06/2018

To,

Mr. Lalit Kumar Singh  
Etawaha  
Agra

## LETTER OF APPOINTMENT

Dear Sir/Madam,

with reference to your application for the post of **Assistant Professor** and your subsequent interview on **15/06/2018**. I am pleased to offer you the position of **Assistant Professor** at Anjali College of Pharmacy & Science, Agra-Firozabad, NH-2, Etmadpur, Agra-283202, under the terms and conditions given in subsequent paragraphs.

1. You will work with us as full time faculty member as per terms & conditions as laid down by the Management of the College, or the same as may be amended from time to time.
2. Your date of joining will be **02/07/2018** and you should report to the Principal Office at 9:30 A.M. for duty.
3. Your salary will in the pay scale of Rs. **21600/-** per month.
4. Income tax deduction will be made, if applicable, as per provisions of Income tax Act from to time.
5. Your appointment with us is initially for a period of twelve month from the date you join duty.
6. On satisfactory completion of your initial period of probation, you may be considered for confirmation if your services are found satisfactory and you will be confirmed in writing in your appointment in the regular cadre of the College.
7. The Management reserves the right to reduce/dispense with or extend your probation period at its absolute discretion, unless confirmed in writing you will be deemed as a probationer even after the expiry of the probation period or the extended period of probation.
8. During the probation period of the extended period of probation you are liable to be discharged from the College service at any time without any notice and without assigning any reason. After confirmation, your services are liable to be discharged at one month's notice or payment in lieu thereof. You shall also be bound to give one

- month notice (three months notice only in case of Principal) in resignation during which period you will have to actually work if you fail to do so your one month salary will not be paid.
9. If your work and conduct are not satisfactory during the probationary period, your services are liable to be terminated without any notice and without assigning any reason whatsoever.
  10. You will be entitled for leave and other benefits as per rules of the College as applicable from time to time.
  11. If the College suffer any loss caused by you while performing your duties, you are liable to be responsible for the loss and the same will recovered from you.
  12. Upon the termination of your employment, you will have to handover the complete charge and other articles to the College and to obtain no dues certificate from the College as necessary.

### **ACCEPTANCE**

- (A) If you accept the above terms and conditions of services, please signify your acceptance on the copy of your appointment order and report for duty as indicates above.
- (B) Should you fail to indicate your acceptance within a fortnight, this offer of appointment will be deemed to have been withdrawn and cancelled.

Yours faithfully,



Secretary

Secretary of Pharmacy & Sciences  
Agra-Firozabad Road, NH-2,  
Etmadpur, Agra