



RUDRA COLLEGE OF PHARMACY

Affiliated to UPBTE, AKTU Lucknow & Approved by Pharmacy Council of India

APPOINTMENT LETTER

Dear
Ms. Shailee

1. This has reference to your application and the subsequent interview for the post of **Computer Operator** in the Rudra College of Pharmacy, Village Mawana Khurd, Meerut UP.
2. We have the pleasure to appoint you on the said post of **Computer Operator**, DA and HRA will be paid as per norms prevailing. Your Total emolument will be as per norms. Your date of appointment will be from **01 February 2024**.
3. You have to carry out all the duties allotted to you in the interest of the institution.
4. You will be entitled for leave & other benefits as per rules of the institution.
5. The management shall have the right of terminating this appointment without notice and without assigning any reason during the period of probation.
6. After confirmation the management may terminate your services by giving you one month notice or payment in lieu thereof. You will be entitled to resign from the services after giving the management one month notice or payment in lieu thereof.
7. You will have to serve the institution for at least one academic session.
8. Please confirm your acceptance of the letter.


Authorized Signatory

CC to:
Original copy to Ms. Shailee
Photo copy in Personal file
Photo copy in Account Section

PRINCIPAL
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Mawana Khurd, Meerut UP

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