



# RIT COLLEGE OF PHARMACY

Rasoolabad Nanpur, Hapur (U.P.)

Affiliated to UPBTE and Approved by AICTE & PCI

## APPOINTMENT LETTER

Dear

Mr. Atul Singh

1. This has reference to your application and the subsequent interview for the post of **Accountant** in the RIT College of Pharmacy, Rasoolabad Nanpur, Hapur UP.
2. We have the pleasure to appoint you on the said post of **Accountant**, DA and HRA will be paid as per norms prevailing. Your Total emolument will be as per norms. Your date of appoint will be from **21 September 2020**.
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

Principal  
RIT College of Pharmacy  
Nanpur, Hapur U.P.

CC to:

Original copy to Mr. Atul Singh

Photo copy in Personal file

Photo copy in Account Section

Email-ritcollegeofpharmacy@gmail.com Mobile :8630585224