

To,

Date: 25/08/21

Mr. Shakti Kaushik,
H.N.-128/1, Om Vihar,
Phase-2, Bhola Road,
Meerut
Pin - 250005, India.

Sub. : Appointment for the post of lecturer.

Dear Madam,

With reference to your application dated 12th August 2021 and subsequent interview held on 21st August 2021, the Management is pleased to appoint you for the post of Lecturer at Panchwati College of Pharmacy, Meerut on the following terms and conditions.

1. At the beginning you will be put in grade of 8000-275-13500 inclusive of other allowance as per college rules.
2. You will be allowed leaves according to rules of the establishment.
3. TDS, will be deducted at source. You are advised to keep the Account office informed of your saving and investments so that the correct TDS is calculated.
4. You will observe college timings and other rules, which are in force as on today or which will be applicable from time to time in future.
5. Disciplinary action as per decision of the Disciplinary Committee can be taken if you do not observe these rules. If you violate any rule, your service can be terminated without giving any time/notice.
6. In case you want to leave the job you will have to give three months working notice or surrender of 3 month salary in lieu of notice.
7. Your appointment will be subject to your production of fitness certificate by the medical selection committee of the organization.
8. You will submit photocopies of all your testimonials/certificates duly attested by the principal, or the competent authority, where those were issued from or by a Gazetted officer. In case certificate is found incorrect / fake, you will be liable for any action thereof.
9. Your joining will be subject to the production of your relieving & experience certificate from your existing employer.
10. You are informed to join your duties on / before 01st September 2021 during office hours.

Thanking You

Received by
[Signature]
02/09/2021

