

Ref. No.: BCRCP/Appt/01/23-24

Friday, September 01, 2023

To
Ms. Sarmistha Mondal,
Vill – Bansgora, PO – Sarpi,
PS – Faridpur (Laudoha),
Dist – Paschim Bardhaman,
Pin - 713363

Sub: Appointment in the post of Laboratory Assistant at Dr. B. C. Roy College of Pharmacy and Allied Health Sciences, Durgapur

Based on your qualification and performance in the interview, the authorities of the college have decided to appoint you to the post of Laboratory Assistant of the college. In pursuance of the same, I do hereby appoint you in the same post on following broad terms and conditions.

1. The financial package per month shall be as under:-

Designation	Laboratory Assistant
Pay Band (PB)	₹ 7,100/- - ₹ 37,600/-
Pay in Pay Band (PPB)	₹ 7,100/-
Grade Pay (GP)	₹ 3,900/-
Basic Pay (PPB + GP)	₹ 11,000/-
Dearness Allowance	@ 90% of Basic Pay
House Rent Allowance	@ 15% of Basic Pay (up to a maximum of ₹ 6,000/-)
EPF, Gratuity & ESI facility	As per rules of the college

However, during probation period you shall receive a consolidated amount of Rupees fifteen thousand only (₹15,000/-) per month.

2. You shall be on probation for one year from the date of your joining in the post subject to confirmation depending upon your performance.
3. During your association with this college you will devote your full time, attention and capability in the interest of the college and will not involve yourself directly or indirectly in any other service/ business/ trade/ occupation.
4. In addition to your normal duties as Laboratory Assistant, you will also carry out other responsibilities as may be assigned to you by the Authorities from time to time.
5. During the course of your employment or any time thereafter, you will not divulge any information which could be detrimental to the interest of the organisation. In rendering your service, you will ensure that the interest of the organisation is protected at all times and you will not in any way do anything or commit any act which is likely to affect the interest of organization adversely in any manner what so ever.

M. Sarmistha Mondal
11/9/2023



6. Your service will be governed by the Service Rules & Regulations of the college as existing and as may be framed or amended from time to time. You will always attend your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.
7. This offer of appointment is made to you based on the information and other particulars furnished by you in your application and bio-data and if any declaration given or information furnished by you is proven false or it is found that you have suppressed any material information, you will be liable to removal from service and such further action deemed necessary.
8. During probation your service may be terminated without any notice and without assigning any reason thereof.
9. If at any time in the opinion of the competent authority, you are found a non-performer or guilty of disobedience, disorderly behaviour, negligence, indiscipline, dishonest activities, absence from duty without permission or any other act / conduct considered deterrent to the interest of the college or violation of any terms & conditions of the appointment, your service may be terminated without any notice and the college shall be within its rights to recover the damages, if any, from you.
10. Resignation from the service in the middle of a running semester is not allowed and for resignation at the end of a running semester three months' notice or pay in lieu thereof is required. Release Order will not be issued in case of leaving without notice/ approval of resignation by Competent Authority. However, the authorities of the college reserve the right to discontinue your service by giving one month's notice or pay in lieu thereof at any time without assigning any reason what so ever.
11. You are requested to please report for joining in the post to the Director of the college on **4th September 2023**. On the date of joining you have to bring your original testimonials along with a set of Photocopy.

We welcome you to Dr. B. C. Roy College of Pharmacy and Allied Health Sciences, Durgapur fraternity and look forward to a long & fruitful association.

(Tarun Bhattacharya)

General Secretary

General Secretary

Dr. B. C. Roy Engineering College (Society)
Managing
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur-713206

Copy forwarded for information and necessary action to:-

1. Principal, BCRCP
2. Registrar, BCRCP
3. Senior Manager (Finance), BCREC
4. Service Book