

# SWATIRTHA FOUNDATION

Reg. Office:-Rabindrapally, P.O.- Suri, P.S- Suri, Dist.- Birbhum, PIN-731101

Institutional Address :-Vill- Gobindapur, P.O- Muluk, P.S- Bolpur, Dist.- Birbhum, PIN-731204, W.B.

Email Id:swatirthafoundation01@gmail.com:: Cont. No.8906738662

Ref. No...SF/2023/07/28/02 (AL)

Date...28/07/2023

To  
Tanzeem Nigar,  
Vill- Arali, Rajnagar,  
Dist.-Birbhum, PIN-731130, W.B.



**Sub: Appointment Letter for the Post of Assistant Professor at "Santiniketan Pharmacy College" under SWATIRTHA FOUNDATION at Vill- Gobindapur, P.O.-Muluk, P.S. – Bolpur, Dist.- Birbhum, PIN-731204, W.B.**

The Authorities of Santiniketan Pharmacy College, under the Swatirtha Foundation have decided to appoint you for the post of Lecturer of the college. In pursuance of the same, I do hereby appoint you for the same position with a gross salary of Rs. 22,000/- per month.

You will have to discharge assigned duties and responsibilities and strictly follow rules, regulations and discipline of the college. You will be governed by the service rules of the college with following broad terms & conditions: -

1. 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 business and/ or do any trade on your account.
2. 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 college. In rendering your service will be ensured that the interest of this college is protected at all times and you will not in any way do anything or commit any act of omission which is likely to affect the interest of the college adversely in any manner what so ever.
3. Your service will be governed by the service rules & Regulation of the college as existing and may be framed or amended from time to time. You will always attend to your duties and responsibilities assigned to you with utmost sincerity and conduct yourself in accordance with the norms of the college.

*Subhojit Mondal*  
Secretary  
Swatirtha Foundation

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4. If any time in the opinion of the Competent Authority, you are found a non –performer or guilty of disobedience, disorderly behavior, negligence, indiscipline, dishonest activities, absence from duty without permission or any other act / conduct considered deterrent to the interests of the college or violation of one or more terms & conditions of this appointment, your services may be terminated without any notice and the college shall be within its rights to recover the damages, if any, from you.
5. Resignation from the service in the middle of a running semester is not allowed and from resignation at the end of a running semester three months' notice or pay in lieu 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 assigning any reason what so ever.
6. You are requested to join to the College for the same post by 01<sup>st</sup> Aug, 2023.

Thanking You,

Yours truly,

*Subhajit Mondal.*

Subhajit Mondal

Secretary

Swatirtha Foundation

Secretary

Swatirtha Foundation

