

Ref. No.: PGIMS/06/23 – 607A

Date: 14.06.2023

To,
Mr. Manonayan Singha
Vill-Pathra, Post-Birsingha,
P.S- Ghatal, Dist-Paschim Medinipur,
Pin-721222, West Bengal

Sub: Appointment Letter

Dear ,

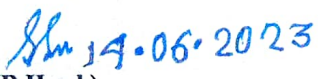
With reference to your application for the post of Lecturer / Assistant Professor and subsequent interview held in our institute, I am glad to appoint you to join as a Lecturer / Assistant Professor in our Pharmacy College named P.G.Institute of Medical Sciences under approval of PCI as per following terms and condition.

1. You will join in our Institution for the post of Lecturer / Assistant Professor on 01.07.2023.
2. You will get scale of Rs. 15,600 – Rs. 39,100, with an annual grade pay of Rs. 6,000, at a consolidated starting pay of Rs. 21,600/- (Rupees Twenty one thousand six hundred only).
3. From the date of joining, you will be appointed as Lecturer / Assistant Professor. The said appointment may be extended as per your performance in the Institution. & subject to approval of the **Chairman / Principal** of the Institution.
4. You will be responsible for your duty to the **Chairman / Principal** of the Institute or as directed by the Institute from time to time.
5. You will help / co-operate with the **Chairman/ Principal** of the Institution as well as the whole authority of the Institution in running the office work of the Institution.
6. You will have to follow all the decorum / discipline of the Institution.
7. You shall have to produce a release order from your present employer or a copy of your resignation as applicable at the time of joining duty in this institution.
8. As a Lecturer/Asst. Professor of **P.G.Institute of Medical Sciences**, Chandrakona Town, Paschim Medinipur, Pin-721201, you will foster a team spirit, co-operation and good will among your other colleagues and faculties. You will maintain dignity and decorum and set an example to your fulfill for punctuality, abiding by disciplinary norms, excellent credibility and trustworthiness. You will obey the lawful commands of the institution and keep its secrets.
9. As per the direction of the **Chairman/ Principal** of the Institution, you may be required to carry out different works in academic/administrative part from time to time.
10. You should continue your job in our Institute at least for 2(two) semesters.
11. For leaving the Institution you have to submit one-month prior notice. Else your Resignation Letter will not be accepted and/or release process will not be completed in any circumstances.
12. If you break any terms and condition then Institution authority have rights to apply code of conduct.
13. Authority has every right to terminate your appointment in any point of time for violation of any clause mentioned above.
14. You should not involve yourself with any employees union or by any political interference.

Please sign and return a copy of this appointment letter duly acceptance by you.

With best of luck,

Yours truly,


(HR Head)
P.G. Institute of Medical Sciences

