



NATURAL COLLEGE OF PHARMACY

(A UNIT OF GITANJALI FOUNDATION NEW)

Address :- Krishnanagar, Mahurapur, Mollarpur, Birbhum, West Bengal - 731218
Recognized by Pharmacy Council of India (PCI) || Affiliated to West Bengal State Council of Technical Education

Ref : 38/apl/ncp/24-25

Date: 01.08.2024

To,
Mr. Saikat Bhattacharya
Prantik Para, Katwa
Dist.-Purba Bardhaman, West Bengal- 713130

Subject: Appointment as Assistant Professor

Dear Sir,

We are pleased to inform you that you have been appointed as an Assistant professor at Natural College of Pharmacy (A Unit of Gitanjali Foundation New) effective from 01-August-2024. Your appointment will be governed by the following terms and conditions:

- 1. Nature of Appointment:**
You will be on probation for a period of one year. The managing committee reserves the right to extend your probation period, and any extension will be communicated to you with proper justification. Upon successful completion of the probation period, your appointment will be confirmed automatically, unless otherwise notified.
- 2. Performance During Probation:**
If your performance and conduct during the probation or extended probation period are found unsatisfactory, your employment may be terminated without notice prior to the expiry of the probation period.
- 3. Station Leave:**
You are required to obtain written permission from the Head of the Institution or the Administrators of the Group before leaving the station.
- 4. Leave Policy:**
Leave is not an entitlement but may be granted at the discretion of the managing committee in accordance with the college's rules.
- 5. Tenure and Retirement:**
Unless terminated as per the conditions herein, your employment will continue. The managing committee or its authorized representative may consider extending your service, subject to PCI rules and your fitness for continued service. Such extensions will not exceed one year at a time.
- 6. Attendance and Absence:**
You must not be absent from duty without obtaining prior permission from the Secretary. In cases of illness or accident, a satisfactory medical certificate must be provided.
- 7. Exclusive Service:**
You are expected to devote your entire time and effort to your duties at the college. Engaging in any trade, business, or activity that interferes with your college duties or conflicts with the college's interests is prohibited.
- 8. Outside Employment:**
You must obtain prior written permission from the authorized officer before applying for or appearing for interviews for employment outside the college. If you had applied for a position before joining this college, it is your duty to inform the authorized officer and seek written permission before attending any interview.

