

Dr. B. C. Roy College of
Pharmacy and Allied
Health Sciences



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Approved by AICTE & PCI and Affiliated to West Bengal University of Technology
Dr. Meghnad Saha Sarani, Bidhanagar, Durgapur-713205, West Bengal

Ref. No.: BCRCP/Appt/05/19-20

Friday, August 9th, 2019

To
Ms. Mohona Chakraborty,
1 No. Mohishila Colony,
Atachaki Goli, Simultala,
Asansol - 713303

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 recommendation of the Selection Committee, 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)	₹5,400/- - ₹25,200/-
Pay in Pay Band (PPB)	₹5,400/-
Grade Pay (GP)	₹2,600/-
Basic Pay (PPB + GP)	₹8,000/-
Dearness Allowance	@ 65% 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

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.
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.

M. Saha