

To,

Date: 30/07/2019

Name: SOUMEN PAL
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Modipuram Meerut 250110
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Email: paulsoumen243@gmail.com

Subject: Appointment Letter for the position of Asst. Professor.

Dear Mr. Soumen Pal

With reference to your application and the subsequent interview that you had with us for full time employment in our Institute, we have pleasure in appointing you in our Institute with designation and responsibilities as Asst. Professor at Institute of International Excellence Garhmukteshwar , Hapur U.P on following terms and conditions:

DATE OF JOINING

Your joining will be 01 August 2019. Failure to join on this date (without taking prior written approval from HR department of the Institute can lead to cancellation of your appointment.

MEDICAL FITNESS

The appointment is valid only in case of your being found medically fit to perform your duties by the registered Medical Practitioner.

VERIFICATION

In case the background verification, documents or any information provided by you during the entire process of selection are found to be false, the Institute reserves the right to cancel the appointment.

TIMINGS

You will attend your duties and discharge the responsibilities entrusted upon you as per the working hours scheduled by the management for your department or functional area. The schedules for working hours and weekly off authorized by superiors will have to be complied all the time. Such schedules are subject to changes and modifications depending upon exigencies of work. You may be transferred from one shift to another as and when need arises and also you may be required to work for extra hours keeping in view the urgency of work as deemed necessary by your superiors.