



# Ingraham Institute

(A UNIT OF A.R.C. OF METHODIST CHURCH IN INDIA)

AN INSTITUTION FOR ACADEMIC, TECHNICAL, VOCATIONAL & HANDICRAFTED TRAINING

Dr. Hepesh Shepherd  
DIRECTOR

Ref. No. II/APPT-POLY/09/104

OF - 116

1<sup>st</sup> August, 2009

Mr. Jyoti Nayan Upadhyay  
K-K-35  
Kavi Nagar  
Ghaziabad.

Dear Mr. Upadhyay,

On behalf of the Management of Ingraham Institute, Ghaziabad I am pleased to appoint you as an Instructor of in Polytechnic on grade: Rs. 4000-125-5250-EB-175-7000 with effect from 1<sup>st</sup> August, 2009.

1. This is a temporary appointment for a period of one year i.e. till 31<sup>st</sup> July, 2010. Your starting salary will be Rs. 4000/- (Four thousand only) plus D.A. and other allowances as admissible to your appointment.
2. You shall be governed by the Service Rules of Ingraham Institute placed with the undersigned and shall carry out any secondary duties as shall be assigned to you from time to time.
3. Your continuity in job shall be subject to your personal conduct/ discipline / job performance and shall be reviewed if you fail to maintain it. The Director reserves the right to terminate your services without giving any reason.
4. You shall carryout your duties as assigned by the Director.
5. The Director reserves the right to transfer you to any other unit / branch under the Ingraham Institute.
6. One month notice or in lieu of one month salary shall be given by you to the institute if you don't wish to continue with your services.