



INSTITUTE OF TECHNOLOGY & MANAGEMENT

N.H. 24, MAMPUR BANA, BAKSHI KA TALAB, LUCKNOW (U.P.)

PROMOTED BY: -Murli Dhar Ram Narain Educational Trust

Mob-09984940001

E-mail:- itmlko@gmail.com

College Code – 483

Ref.No.: ITM/ Tech/App/ 2018/265

Date: 18.08.2018

APPOINTMENT/OFFER LETTER

With effect from the date of taking over charge Mr/Miss/Ms. Pratibha Singh..... is hereby appointed to the post of Sr. Lec...... in the Department of E. Technical Engg. in the pay scale of Rs. 28000/- (P.X).. in the Institute of Technology & Management, Lucknow. His/Her service may be terminated at any time without assigning any reason, by giving him/her one months notice or one month's pay in lieu of notice. Further, if he /she wish to leave the institute, he /she has to give one months notice or one month's pay in lieu of notice for terminating his/her engagement.

In case of above offer appointment is acceptable, Pratibha Singh..... is requested to join the post within a period of one month from the date of issue of this letter, failing which, the offer may be withdrawn.



Copy for information & necessary action to:-

1. President MDRN Educational trust.
2. Pratibha Singh... he/she is required to furnish attested copies of following documents at the time of joining-
 - (a) A set of all certificates.
 - (b) Two passport size photographs
3. Director, ITM, Lucknow
4. Finance & Account Officer
5. HOD Concerned
6. Personal File
7. Guard File

