

Nandlal Prabhu Devi Professional Institute (N.L.P.D.P.I.) Barabanki



Vill.: Alapur, Post : Head Post Office, Barabanki

Mob. No.: 8765378494, 9415364355, 9415364356, 9415364386

Ref.: N.L.P.D./HR/30

Date: 01/08/2019

APPOINTMENT LETTER

TO,
Gunjan Srivastava
Aishbagh, Lucknow
8948006596

Dear Sir,

1. With reference to your application for the post of **PRINCIPAL/DIRECTOR** against our advertisement published in news paper we are pleased to appoint you for the post of **PRINCIPAL/DIRECTOR** in our institution as per the recommendation of the selection committee.
2. The terms the condition for the service to the post offered to you have been explained in detail at the time of interview and subsequent discussion for which we have already received your acceptance.
3. As per rule your services can be terminated at any time with one month advance salary. Your absence from duty continuously for more than five days without information will be considered as resignation from the services.
4. You will be reporting to the managing director, Nandlal Prabhu Devi Professional Institute and will act as per his directives from time to time as policy of the management for the betterment of the institute. You are required to get the consent for joining the institute.
5. One month prior notice or one month advance salary (in case you want to leave without notice of one month) will be required before leaving the institute, failing which the appropriate action may be taken against you.

We look forward to a long happy association with you.

CC to:
The Account Section,
Personal File



Director/Principal