



Offer Letter

Dated: 22nd January' 2019

Ms. Poonam Sharma
F-1B-F, Beta-II, Greater Noida
G.B. Nagar, UP- 201307

Dear Ms. Poonam

We are pleased to offer you an appointment in our organization as an Assistant Professor in the department of Pharmacy (Pharmaceutical Chemistry). You are required to join the Institute by 24th January' 2019 and have to report to Director - IEC Group of Institutions, Plot No.4, Institutional Area, Surajpur Kasna Road, Knowledge Park-I, Greater Noida, Gautam Budh Nagar, U.P.

Your total emoluments will be Rs. 27,000 /- per month.

You will be on probation for a period of one year from the date of commencement of work. Your appointment is temporary and your services shall stand terminated without any notice or communication during your probation of one year or even before, if your work / conduct is not satisfactory.

The period of service may, however be extended at the discretion of the management.

Please note that you need to carry the following documents on the date of joining

1. Proof of Age.
2. Copies of educational certificates
3. Relieving Certificate from previous employers
4. 4 Passport size photographs
5. Address Proof
6. Pan Card
7. Adhar Card

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment. You will be governed by rules & regulations of the Institute from time to time. You will abide by the Code of Conduct of the Institute signed by you at the time of joining.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,
For IEC Group of Institutions

(Prof. Sunil Kumar)
Director-(Academics)