



# HABIBI INSTITUTE OF HIGHER EDUCATION

Affiliated to: Mahatma Jyotiba Phule Rohilkhand University, Bareilly.  
Recognition: National Council for Teachers Education New Delhi

Date: Oct 08, 2020,

To,  
**Mrs. Soniya Sagar**  
Gulab bari katghar,  
Moradabad (UP).

## Sub : Offer Letter

Dear Mrs. Soniya Sagar,

This has reference to your application and the subsequent interview you had with us. we are pleased to offer you the job opportunity with us as under:-

1. Designation - Lecturer
2. College - Habibi Institute Of Higher Education, Dingarpur Moradabad.
3. Department - Pharmacy
4. Gross Salary - Rs. 1.44 Lacs (Rupees One Lacs Forty Four Thousand Only) p.a

The detailed Appointment Letter along with breakup of your gross salary and other terms and conditions of your employment will be issued to you at the time of your joining.

You are required to submit Xerox copies of following documents to the college with the originals for verification at the time of joining the service.

- Proof of Educational or Professional Qualification.
- Proof of Date of Birth.
- Appointment Letter / increment Letter with CTC break-up of your Previous Employer.
- Latest Salary Slip of your Previous Employer.
- Resignation/ Relieving Letter from your previous Employer.
- Pan Card.
- Aadhar Card.
- Cancelled Cheque Leaf for bank Account Details.
- Two passport size recent photograph.

you have already submitted the above documents then please ignore.

We request you to kindly acknowledge the receipt and confirm your acceptance for the above Offer.

You are expected to join within 05 days from the date of this Offer Letter; failing which this Offer Letter remains null and void.

**Thanking you,**

With Best Wishes

for **HABIBI INSTITUTE OF HIGHER EDUCATION**

**(MANAGER)**

I Accept

Mrs. Soniya Sagar