



Ingraham Institute

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

AN INSTITUTION FOR ACADEMIC, TECHNICAL, VOCATIONAL & HANDICAPPED TRAINING

HAPUR ROAD,
GHAZIABAD-201001
U.P., INDIA

PHONE : OFF : 0120-2823210

OFF : 0120-2824001

OFF : 0120-2824002

FAX : 0120-2820111

E-mail : director_ingraham@hotmail.com

Ref.No.III/APPT-Polytech/07/321

24th Sept., 2007

Miss Komal Sharma
C/o Sh. B. Ghosh
232/5, New Kote Gaon
Ghaziabad

Dear Miss Komal Sharma,

On behalf of the Management of Ingraham Institute, Ghaziabad I am pleased to appoint you as an Instructress of McM & SP in our Polytechnic with effect from 18th September 2007

1. This is a temporary appointment till 30th June 2008. You shall be paid Rs.4500/- (Rs. Four Thousand Five Hundred only) as consolidated service charges per month.
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 Principal.
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.

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HAPUR ROAD,
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U.P., INDIA.

PHONE : OFF : 0120-2823333
OFF : 0120-2825000
OFF : 0120-2824040
FAX : 0120-2820111

E-mail : director_ingraham@hatnvarl.co.in

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7. One month notice or in lieu of one month salary shall be given to you if the institute does not wish to continue with your services

Sincerely,

DR. HEPESH SHEPHERD
DIRECTOR

I Komal Sharma D/o Sh. P. T. Sharma do hereby accept and confirm receiving letter No. 11/APP/1-20/1, ch/1/32 dated 24th Sep/2007 and accept all terms and conditions as given above in para 1 to 7 and shall abide by the Service Rules of Ingraham Institute. I hereby submit my acceptance and joining report.

Signature of Employee :

Name of Employee Komal Sharma

Date: 26th Sep 2007

cc: The Principal, Ingraham Polytechnic, Ghaziabad ✓
The Accounts Officer, Ingraham Institute, Ghaziabad.