

Dated: 09.08.2024

OFFER LETTER

The Naraina Group of Institutions
House No. 215, Kirti Vihar
New Naraina Phase
Delhi

In reference to your application and subsequent interview held on 08.08.2024 for the post of **Office Executive in Training & Placement Deptt.** we are pleased to inform you that the organization is offering you the said post at the institution on the following terms and conditions:

- (i) You will be paid **monthly** remuneration as mentioned and agreed by us.
- (ii) Your date of joining will be on or before **09.08.2024**. In case you do not join on or before the specified date, it will be assumed that you did not accept the offer of appointment and the offer will automatically become null and void.
- (iii) You will be on probation for a period of **one year** and your actual performance during the probationary period will determine your confirmation after the completion of probation period.
- (iv) Your appointment will be governed by the rules and bye-laws of the Naraina Group of Institutions. An **MOA** will accompany you at the time of joining.
- (v) If any of the given information furnished by you in your application for the said post is found to be false, you will be liable for removal from your service.
- (vi) During probation period **one month** prior notice to be given by your side. However, institution reserves the right to give shorter notice or terminate from your service without any notice.

If you accept the appointment on the above terms and conditions it acceptable to you, you are directed to report to the Corporate Office on any working day between 9 AM to 5:00 PM on or before giving time given above.


Authority
Naraina Group of Institutions

I accept the above offer with the terms and conditions mentioned above.


(**ANSHU BHADOURIA**)