



Date: 02.05.2019

OFFER LETTER

Ms. Poojita Singh
Vill. Samaha, Post Khurda Madapur
DISTRICT - JASIDI

In reference to your application and subsequent interview held on 08.05.2019 for the post of Lab Instructor in Department of Biotechnology, we are pleased to inform you that the organization is offering you the said post in the College on the following terms and conditions:

- (i) You will be paid consolidated monthly salary as discussed and agreed by us.
- (ii) Your date of joining shall be on or before 15.06.2019. In case you do not join on or before the specified date, it will be assumed that you are not interested in the offer of appointment and this 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 probation 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. No L.A./D.A. will be payable to you for the said post.
- (v) If any discrepancy or 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 one month notice or terminate from your service without any notice.

In case the appointment on the above terms and conditions is acceptable to you, you are directed to report to the Corporate Office on any working day between 9:30 a.m. to 5:00 p.m. on or before joining time given above.

Anil Sharma

Naraina Vidya Peeth Engg. & MSMT. Institute

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

(Poojita Singh)