



Ingraham Institute

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

(AN INSTITUTION FOR ACADEMIC, TECHNICAL VOCATIONAL & HANDICAPPED TRAINING)

Dr. Hepesh Shepherd
DIRECTOR

1st October, 2010

Ref. No. II/APPT-POLY/09/

Mr. Girija Shanker Sahani
Ingraham Institute,
Ghaziabad.

Dear Mr. Girija Shanker,

On behalf of the Management of Ingraham Institute, Ghaziabad I am pleased to appoint you as a Lab Assistant in Polytechnic on grade: Rs. 5000-100-6000-EB-120-7200 with effect from 1st October, 2010.

1. This is a temporary appointment for a period of Ten months from 1st October, 2010 till 31st July, 2011. Your starting salary will be Rs. 5000. (Six thousand only) plus D.A. and other allowances as admissible to your appointment.
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 carry out your duties as assigned by the Director.
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.