

# SHIVA EDUCATIONAL AND PHARMACY INSTITUTE

Near Sikri Kalan, NH-58, Krishna Public School Road,  
Mahmaudpur, Modinagar, GZB.

Ref: 28/SEP/.....

Date: 20/07/2023

To,

Mr. Naresh  
D.4/45 Rohini Sec-20, Sultanpuri C Block  
Delhi 110086

## OFFER/ APPOINTMENT LETTER

This has reference to your application followed by our discussions regarding your appointment with us.

We are pleased to offer you an appointment as "Lecturer" in Shiva Educational and Pharmacy Institute, Mahmaudpur, modinagar on the terms and conditions as mutually agreed upon and settled between us.

Accordingly you are requested to join the institute on 01-08-2023 & will reported in the department. However, please note that in case you are not doing so will presume that you are no longer interested this offer/Appointment and as such this offer/Appointment will automatically stand canceled. Please bring the following documents in originals along with one self attested photocopy of each:-

- Copies of Educational/Professional Certificates
- Copies of Experience certificates
- Relieving letter from present employer
- Registration
- Four Passport size colored photographs
- ID Proof (Voter ID card, Driving License, Adhar Card, Passport etc.)
- Pancard

Kindly acknowledge your acceptance.

Thanks and Regards,

  
Secretary  
Shiva Edu. & Pharmacy Institute

SECRETARY

SHVA EDUCATIONAL AND PHARMACY INSTITUTE

E-Mail id:- [shivapharmacyinstitute@gmail.com](mailto:shivapharmacyinstitute@gmail.com), Contact No. +91-8171875188