

PANDIT POORANMAL MEMORIAL EDUCATIONAL SOCIETY

Noorpur Gabhana Aligarh (U.P.) Mob.9891868788

REF.NO...PPMES/2023/07

Date 01 /04/2023

To,

**Amit Kumar s/o Shri Gajendra Singh
219-Saurpur Khurd Meerut-250344**

Appointment Letter

Dear Sir,

With reference to your application and the subsequent interviews we feel pleasure that you have been selected for appointment as a **Principal** in our Institute strictly in accordance with following terms and conditions:

- You will be paid an amount of Rs.65000.00 (Sixty Five Thousand only) PM. Please note that there are no fixed annual increments in this post. Our organization follows system of annual appraisal of performance in the job and adjustments to the basic salary if anything made depending on such assessment.
- You must strictly comply with the rules, regulations, orders, and so-forth, which may be brought into force from time to time by the management of the Institute.
- If information of any matter in respect of your educational qualification, past experience, age, employment, last salary drawn etc mentioned by you found false or in correct your services will be terminated forth with without compensation or notice.
- You will devote yourself exclusively to the development of the institute only.
- Our working hours are from 9.00 am to 5.00 pm from Monday to Saturday.
- Your absence from work for a continues period of more than 10 days without intimation and permission from the Institute in writing, shall be treated as Voluntary abandonment of service and you shall be deemed to have resigned from the Institute of your accord.

- While in the service of the Institute, you shall not undertake any other direct/ indirect business employment or work.
- In case you desire to resign from post, you have to give (two months) notice or two months' salary in lieu thereof.

- After confirmation either party will have the right to terminate this contract by giving one months' salary in lieu thereof.

We sincerely hope that this will be the beginning of a long and mutually beneficial association.

Please return the duplicate copy of this letter duly signed as a token of your acceptance of the appointment on the terms and conditions contained herein.

Yours truly,



Chairman

Pandit Poornmal Memorial Educational Society
Noorpur Gabhana Aligarh

