

# MEERUT COLLEGE OF HIGHER EDUCATION

Village- Etmadnagar, Alipur, Tehsil- Sardhana, Distt.- Meerut-250221 (U.P.)

Ref No.: .....

Dated 15/12/2023

Name : Harjendra Singh  
Address : Behind Kalika Temple  
Mo- Teachers Colony, Gajraula,  
Distt- Amroha, UP (244235)

## OFFER LETTER

Dear Sir,

1. With reference to your interview held at our Head Office, We are pleased to inform you that you have been selected for the post of Principal at Meerut College of Higher Edu.. You are advised to report at Meerut College of Higher Education Vill- Etmadnagar Alipur Tehsil - Sardhana Distt.- Meerut (U.P), on 01/01/2024.
2. Your service will be governed by the following terms and as per the requirement of the various statutory bodies..

### Terms & Conditions:-

- Your consolidated salary will be Rs. 50,000 Ps pm.
- Your annual increment will be linked with your performance during the academic session.
- You will be permitted to avail the leave as per the leave policy of the institutions.
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- You have to submit the two sets (Photo copy) of your educational certificates and experience certificate along with your bio-data and 4 recent passport size photographs at the time of joining, and you also have to bring your original documents for verification.
- In case you decide to leave on your own accord, then you will give a minimum of three month notice to organization before the date of leaving or an amount equivalent to three months salary will be paid by you to the organization which is binding.
- You will be required to get your leave sanctioned in advance except in case of emergency.
- You will not proceed on leave without prior approval of the competent authority to which you are reporting.
- Your conduct always should be exemplary and you will not involve yourself in any anti organizational activities.
- You should not remove any data/information stored therein/computer kept in the institution i.e data/information relating to the research work or otherwise, unless you seek written permission in advance from the authority or directed by the authority as the case may be.
- You will not cause any damage to the information stored in various electronic and computer mediums of the institution and shall not pass on to any person any information on which you have an access during the discharge of your assigned duties.
- In the event of any indiscipline, criminal activities slackness and poor performance or any gross misconduct you may be terminated at any time, without assigning any reason.

Welcoming you to Meerut College of Higher Education

Chairman

*Chairman*

Meerut College of Higher Education

Chairman