



Ingraham Institute

(A Christian Minority Institution)

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

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

Ph. Nos. Off 8744061343

0120-4204826

E-mail : ingrinst@gmail.com

Ref. No. III/APPT-PTC/24/70

28th March, 2024

Mr. Abhishek Lal
H.No. 80, Krishna Nagar
Yusufpur Chakshaberi
Greater Noida West 201 309

Dear Mr. Abhishek Lal,

Reference is made to your application dated 22nd May, 2023.

On behalf of the Management of Ingraham Institute, Ghaziabad, I am pleased to appoint you as a Lecturer in Ingraham Polytechnic at Hapur Road, Ghaziabad on Ad-hoc basis with effect from 1st April, 2024 till 31st March, 2025.

1. You will be paid as per the Institute Rules.
2. You shall be governed by the Service Rules of Ingraham Institute, Ghaziabad.
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 carryout your duties as assigned by the Principal / 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.

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-: 2 :-

7. One month notice or in lieu of one month salary shall be given to you if the Institute does not wish to continue with your services.

Sincerely,

WG.CDR. P. JETHRO
DIRECTOR

I ABHISHEK-LAL W/o S/o D/o MR. MANOJ KUMAR do hereby accept and confirm receiving letter No. 11/APPT-PTC/24/70 dated 25th March 2024 and accept all terms and conditions as given above in Para 1 to 7 and will abide by the Service Rules of Ingraham Institute. I hereby submit my acceptance and joining report.

Signature of Employee

ABHISHEK-LAL

Name of Employee

Date : 05/ APRIL / 2024

Copy to: The Principal, Ingraham Polytechnic
The Accounts Officer, Ingraham Institute