



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.II/APPT-PTC/23/276

28th June, 2023

Mr. Kapil Kumar Sharma
Gopalpuram
Muradnagar
Ghaziabad - 201206

Dear Mr. Kapil Kumar Sharma

Reference is made to your application dated 6th December, 2022.

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 July, 2023 till 31st March, 2024.

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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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