To

\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

O.C.No. / Date:

**APPOINTMENT ORDER**

Sub: appointments of Non-Teaching Staff –regarding

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**Mr./Mrs./Ms. \_\_\_\_\_\_\_\_\_**is appointed as **“Senior Accountant”** in the department of **Finance & Accounts** in\_\_\_\_\_\_\_\_\_\_\_\_\_(Company Name, Address). This appointment takes effect from date of his joining. He shall attend to all works/duties as assigned by institutional authorities from time to time.

This appointment is governed by the Service, Conduct and Leave Rules of the Institution in force from time to time and is terminable with three months notice on either side or notice pay in lieu thereof. However such a notice will be accepted only at the end of an academic year but not in the middle.

He has to submit joining report to the CFO, at the time of joining duty, the certified copies of all his certificates relating to qualifications and previous company experience besides original relieving certificates issued by the previous institution where he worked, if any should be submitted.

 For **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **CHAIRMAN**

Copy to the CFO, \_\_\_\_\_\_\_\_\_\_(Company Name)

Copy to HR wing/Accountants wing / HR