

Date: 8th December, 2020

To,

Ms. Monali Raosaheb Parad

Address:- Sangamner Khurd ,

Sangamner Dist:- Ahmadnagar

Maharashtra :- 422605.

Mob: - 9730350688 /9623017886

Sub: Offer Letter

Dear Ma'am,

With reference to your application and the subsequent interview and discussions you had with us, we are pleased to offer you position of **Front Desk Executive in Podar International School, Sangamner.** You are requested to join w.e.f. **14th December, 2020** or earlier.

You will be paid gross salary of **Rs.11,000/- p.m.**

Please refer Annexure I (subject to deduction of tax and other statutory payments as may be applicable).

You are required to submit the following documents at the time of joining.

- 1) All Educational Certificates
- 2) All Experience Certificates
- 3) Marriage Certificate
- 4) Salary Proof
- 5) Pan card copy
- 6) Aadhaar card copy

Kindly sign and return the duplicate copy of this letter confirming your acceptance of the offer.

This letter cannot be used to solicit other offers and will be null and void if so used.

We wish you all the best.

Thanking You,

For Podar Charity Trust

I Accept

Sd/-

Medha Paranjpe

General Manager (HR)

(-----)

Name of Employee: Ms. Monali Raosaheb Parad

Annexure I

Sr. No.	Components Of Pay	Per Month
A	Basic	5,500
	HRA	3,300
	CLA	2,200
	Total A	11,000
B	Retrials & Benefits	
	PF	660
C	Total CTC (A+B)	11,660

Additional Benefits & Notes

- 1. Medical Insurance for an insured sum of Rs.2 lakhs for self (as per policy).**
- 2. Gratuity is payable in accordance with the provisions of the Payment of Gratuity Act, 1972**
- 3. All incidences of tax will be borne by the employee as per prevalent rules.**

Thanking You,

For Podar Charity Trust

I Accept

**Sd/-
Medha Paranjpe
General Manager (HR)**

(-----)

AFFIDAVIT

I _____ son/daughter/ wife of _____ resident of _____ do hereby solemnly affirm and state as hereunder:

1. I am appointed / employed with _____ since _____ as _____ at _____.
2. I confirm and declare that I have not been accused or convicted of offences under The Protection of Children from Sexual Offences (POCSO) Act, 2012.
3. I further confirm and declare that I have not been accused or convicted of offences under Juvenile Justice (Care and Protection of Children) Act, 2000.
4. I further confirm and declare that I have not been accused or convicted of offences under the Indian Penal Code (IPC).
5. I state that, to the best of my knowledge and belief, the information herein is true, correct, and complete.

Signature: _____

Name : _____

Date: _____