



19<sup>th</sup> November 2018

Ms. Ankita Srivastava

We are pleased to make you an offer of appointment as an **Operations Executive** in our organization Globtier Infotech Pvt. Ltd. You will be placed at our Noida office. The following are the terms and condition of the appointment:

**A huge congratulation to you!**

You will receive Rs. 5,25,000 as your annual compensation.

**Commencement Term:**

- You are required to join our organization on 15<sup>th</sup> January 2019.
- You will be on probation for a period of 3 Months or such extended period as may be decided by the organization based on your performance during the probation.
- On satisfactory completion of probation period you will be confirmed in the services.

At the time of joining, carry the following documents (Photocopies) with you.


1. Id proof (Pan Card & Aadhar Card)
2. Education Certificates (10<sup>th</sup>, 12<sup>th</sup>, Graduation & Masters)
3. Cancelled cheque of bank account
4. 2 passport size photographs
5. Previous employer relieving letter

Regards,

HR Department

Globtier Infotech Pvt. Ltd

  
Registrar  
Invertis University  
Bareilly

  
Director Corporate Relations  
Invertis University  
Bareilly