



Doon International School™

Dehradun | Mohali | Pondha | New Chandigarh

Name: Pooja Gupta

Date: 22/07/2019

LETTER OF OFFER

Dear Pooja,

Based on the contents of your resume and our various discussions, we are pleased to offer you the position of "Accounts Executive" in our organization "Doon International School.". We do trust and believe that your knowledge, skills and experience will be among our most valuable assets.

The offer by the Company is made on the following terms, which will be effective from the date of your joining the Company as a regular employee:

- **Salary & Benefits:** You will be entitled to Rs 20,833 /- as fixed compensation as per month
- **Location:** Chandigarh, India


You will be governed by the terms and conditions of employment as per the Code of Conduct and various other applicable policies of the Company. This offer is subject to a satisfactory reference and background check of your credentials. A formal employee agreement will be issued to you on your date of joining (22nd July, 2019) which needs to be signed and handed over.

You will be under probation for a period of 6 months. This probation can be extended at the discretion of the management. Either the company or you may terminate this Agreement with immediate effect and without cause within the first three months of the Joining date of the Employee. In the next 3 months of probation the notice period will be of 15 days.

Please sign the duplicate of the letter of offer, where indicated, and return it to the undersigned as your acceptance. You are requested to carry all the required documents at the time joining (Refer to Annexure 2).


Please share your acceptance in writing and confirm the joining date on receipt of this mail.

Doon International School.


Devinder Singh Marin
Chairman

Registrar
Invertis University
Bareilly

Doon International School
ECO CITY, PHASE 2,
SECTOR 11, NEW CHANDIGARH
Website: - <https://dischandigarh.com/>


Director Corporate Relations
Invertis University
Bareilly



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Job Offer Acceptance

By signing and dating this letter below, I, Pooja Gupta, accept the above offer of "Accounts Executive" for Doon International School.

Signature: _____

Date:

Documents Required on the Day of Joining (Annex 2)

- Photocopies of Degree of Highest Education / Professional Qualifications
- Copy of any Photo ID of self-attested PAN card and Passport
- Copy of Driving License / Photo ID of Election Commission / Aadhar Card for address verification

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

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