From: **Kavitha B** <kavitha@orchids.edu.in>
Date: Fri, Feb 1, 2019 at 2:53 PM
Subject: Attn- DISHA VERMA- Offer for Appointment - Android Developer- K12 Techno Service Pvt Ltd (Bangalore)!!!
To: <disha.verma323@gmail.com>
Cc: <hr\_sampark@orchids.edu.in>, <manjunath@orchids.edu.in>, Ayushi Gupta <ayushi@orchids.edu.in>, <amit.nagdev@orchids.edu.in>, nitish kumar mittal <nitish.mittal@orchids.edu.in>

**Dear Disha Verma,,**

**Congratulations!!**

This is with reference to your application and the subsequent interviews you had with us. We would like to offer you a position of **Android Developer**with **K12 Techno Services Pvt.Limited(Bangalore).**This offer **(subject to you joining us)** will carry an annual CTC of **4,57,140 /- ( Four Lakh Fifty Seven Thousand One Hundred Forty Rupees Only)**, the offer break-up is provided below.

This is a full-time position and there will be a probationary period of **Six Months**and notice period will be **One Month**. Your date of joining will be on **11th February 2019**and You are required to submit the following documents on or before**11th February 2019**at **Corporate Office Bengaluru.** Reporting Time **10 AM**. Please revert with a confirmation of your acceptance of the offer and date of joining.

**Kindly find below your salary breaks up:**

|  |  |  |
| --- | --- | --- |
| **Salary Details** | **Per month** | **Per Annum** |
| Fixed Gross |         37,200 |        446,400 |
| Basic Allowance |         18,600 |        223,200 |
| HRA |         11,160 |        133,920 |
| Conveyance  |           6,190 |          74,280 |
| Medical  Allowance  |           1,250 |          15,000 |
| **Gross Salary** | **37,200** | **446,400** |
| Employee contribution to PF |                  -   |                    -   |
| Employee contribution  to ESIC |                  -   |                    -   |
| Profession Tax |               200 |             2,400 |
| **Net Salary** | **37,000** | **444,000** |
| Employer contribution to PF |                  -   |                    -   |
| Employer contribution  to ESIC |                  -   |                    -   |
| Gratuity |               895 |          10,740 |
| **Cost To Company** | **38,095** | **457,140** |

**Kindly note**: Your net salary will be subject to income tax deductible at source. At the time of joining, we request you submit your investment/tax deduction declaration in our employee HR portal (GreytHR) to ensure that TDS applicable is correctly calculated.

 The salary structure and Terms & Conditions will be provided along with your letter of appointment at the earliest. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of the above, we retain the right to review our offer of employment.

**You are required to submit the following documents immediately:**

Please send us the filled new joinee tracker with the scanned copies of the  documents listed below and Carry the same on Joining Date

·        10th & 12th Passing Certificates/ Marksheets - Originals and Photocopy

·        Graduation certificate/ Mark sheets – Originals and Photocopy

·        PG certificate / Mark sheet copies - If any

·        Aadhaar card copy - **Compulsory**

·        Pan Card copy - **Compulsory**

·        Appraisal/Promotion/increment letter - both Original and Photocopy – If Any

·        Appointment letter of previous company

·        Relieving letter of the previous company

·        4 passport size photos

·        Cancelled Cheque

·        Last 3 Months Payslips and Bank Statement- Photocopy

·        Appraisal/Promotion/increment letter -  both Original and Photocopy

·        Provident and Pension fund (if applicable)

·        Employee State Insurance (if applicable)

·        Latest Resume

.        Permanent Address Proof **(Mandatory)**

**.**Correspondence Address Proof **(Mandatory)**

**(All Original Documents has to bring only for Verification and all the photocopies should be self attested)**

**Contact Person – Kavitha (HR)**

**Congratulation & We look forward to having you On Board!!**

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| --- | --- | --- | --- | --- | --- |
|  |  | **Kavitha .BSr. Human Resource , K12 Techno Services Pvt. Ltd.**

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| **+91****6362075229 | kavitha****@orchids.edu.in** |
| [**k12technoservices.com**](http://k12technoservices.com/)**|**[**orchidsinternationalschool.com**](http://orchidsinternationalschool.com/) |

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