From: **Kavitha B** <[kavitha@orchids.edu.in](mailto: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](mailto:disha.verma323@gmail.com)>  
Cc: <[hr\_sampark@orchids.edu.in](mailto:hr_sampark@orchids.edu.in)>, <[manjunath@orchids.edu.in](mailto:manjunath@orchids.edu.in)>, Ayushi Gupta <[ayushi@orchids.edu.in](mailto:ayushi@orchids.edu.in)>, <[amit.nagdev@orchids.edu.in](mailto:amit.nagdev@orchids.edu.in)>, nitish kumar mittal <[nitish.mittal@orchids.edu.in](mailto: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!!**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Kavitha .B Sr. Human Resource , K12 Techno Services Pvt. Ltd.**   |  | | --- | | [**+91**](tel:+91+8105862119)**6362075229 | kavitha**[**@orchids.edu.in**](mailto:revathi@orchids.edu.in) | | [**k12technoservices.com**](http://k12technoservices.com/)**|**[**orchidsinternationalschool.com**](http://orchidsinternationalschool.com/) |  |  | | --- | | **[https://ci4.googleusercontent.com/proxy/OAGpeplranCIe8RWO4kCpMOA14aCFlAuFCibby3QHX7YCLL-3yZTWCy3T5Wz_igGH7R_4i32LGm21bvGuGkAYQO9lygLrYt9CDeOKRXSfxC5zOsEe04=s0-d-e1-ft#https://dn3tzca2xtljm.cloudfront.net/social_icons/16px/linkedin.png](http://www.linkedin.com/in/revathi-chowdary-muppalla-494651150/)** | |