

15th June, 2023



DHARMENDRA SHAW

S/O DEBENDRA PRASAD SHAW, 20, SONALI PARK,
NORTH RAMCHANDRAPUR, RAJPUR SONARPUR,
NARENDRAPUR, WEST BENGAL - 700103

OFFER LETTER

Dear Sir,

With reference to the telephonic interview, you had with us on 14.06.2023 for the post of Physical Education Teacher, it gives us great pleasure to invite you to become a member of the Lions Public School family.

Terms and conditions of the offer are as under:

You will be under probation for a period of 11 months from the day of joining.

Post successful completion of probation and based on your performance, you will be awarded a permanent position at our institution.

You are required to report by 04th July, 2023.

You will be entitled to receive Annual CTC of Rs. 2.40 Lacs CTC.

The school will review your performance after a period of 3 months and if found satisfactory, you will be entitled to receive an incremented salary upto Rs. 2.76 lacs CTC as per renewed terms and conditions of your employment.

Based on your performance and school's performance, you will also be entitled to receive an annual hike upto 5%.

Rest of the onboarding formalities will be completed on your joining of our institution.

During the period of probation, if your performance is found to be unsatisfactory, the institution may withdraw your employment offer by giving a notice period of 30 days.

A permanent employment contract will be signed post successful completion of your probation.

On the day of your reporting, you may present in original and a photocopy of the following documents:

1. Pass Certificate and Marksheets of all the educational milestones mentioned in your CV.
2. Past work experience certificate
3. Three passport sized photographs.
4. Permanent Address Proof (Aadhar, Driver' s License, Passport, etc.)
5. PAN Card
6. Any other references.

If you choose to accept the employment offer, you may sign this offer letter and scan and send it back to us by 17th of June, 2023. Failing which this Offer Letter shall be considered to be automatically withdrawn and cancelled.

YOURS FAITHFULLY & SINCERELY,

MR. PHILIP N G,
PRINCIPAL,
LIONS PUBLIC SCHOOL, SINDRI