

TO WHOMSOEVER IT MAY CONCERN

This is to confirm & certify that **Mr. Mahendra Singh Rajput** had joined this organization as a trainee in **Accounts Department** from 1st May, 2010 till 30th September, 2010.

After his excellent performance during the training, he was offered employment as **Accounts Assistant**. He continued in this role from 1st October, 2010 to 5th October 2011. During the tenure we have found him to be most diligent, hardworking & an honest individual. He left on his own accord and was relieved on 05th October 2011.

We wish him the very best for all his future endeavors.

For Frontline Software And Services Private Limited,



(Amit Taneja)

Director

Dated : 24 October, 2011



PEARL

Pearl International Tours & Travels Ltd.

TICKETING | HOLIDAYS | MICE | FOREX | LTC & LFC TRAVEL | TICKETING | E-RAIL TICKETING

Assistance: TRANSPORT, VISA, PASSPORT

13th September 2011

Mr. Mahendra Singh Rajput
OM Nivas, LIG Plot No. 18,
Ayodhya Nagar, Bypass Road,
Bhopal M. P. 462041

Sub: - Letter of Offer

Dear Mr. Rajput

This has reference to the interview you had with us. We are pleased to know that you will like to be a member of Team. We are pleased to offer you a position of 'Accountant'.

Your gross annual salary on the basis of Cost to the Company will be Rs. 84,000/- (Eighty Four Thousand only) per annum, and 500/- per month Mobile. The details of the salary break up will be given to you at the time of joining.

We expect you to join us on or before October 10th, 2011. Please sign the duplicate copy of this letter as a token of acceptance of the same.

We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

On the date of your joining, you may please bring along the following:

1. Proof of age
2. Copies of educational and experience certificates
3. Relieving certificate from the previous employer
4. Appointment letter of the previous employer and salary revision letters
5. Last pay slip received from the previous employer
6. Form 16 (TDS Certificate) if any
7. 3 Passport Size Photographs

Yours Sincerely,

For Pearl International Tours & Travels Ltd.,

(Vivek Pandey)
Vice President



Approved by Deptt. of Tourism, Govt. of India

F-7-A, First Floor, Gurukripa Plaza, Plot No. 48-A, Zone-II Maharana Pratap Nagar, Bhopal-462011 Tel: + 91 755 4005951, 52 Fax : + 91 755 4005953

Regional Office : 13-A, Jopling Road, Nanpara House Lucknow-226001 (U.P.) INDIA Tel: + 91 522 4034567 Fax : + 91 522 4034527

Registered Office : 703, Rohit House, 3, Tolstoy Marg, New Delhi-110001 INDIA



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PITTL/P&A/2011-12

10th October, 2011

Mr. Mahendra Singh Rajput,
Om Nivas, LIG, Plot No-18,
G, Sect-Ayodhya Nagar,
Bhopal (M.P) - 462041.

Subject: APPOINTMENT LETTER

Dear Mahendra,

This is further to our Offer; we are pleased to appoint you as **Accountant** in Pearl International Tours & Travels Ltd. You will be based at **Bhopal** with effect from **10th October, 2011** on the following terms and conditions:

1. You will have the responsibility for efficient, satisfactory and economical operation in the areas of responsibilities that may be assigned to you from time to time.
2. You will act within the framework of organizational structure policies and directions laid down by the management from time to time.
3. The salary and other benefits shall be as per your compensation package attached.
4. You will be on probation for a period of six months from the date of your joining, which may be extended for the same period at the sole discretion of the company. During your probation period, your services are liable to be terminated from either side without assigning any reason whatsoever by giving 15 days notice or salary in lieu thereof. The period of probation shall be deemed to have been extended automatically until your services are confirmed in writing.
5. After satisfactory completion of your probationary period, unless otherwise provided by the law, your services will be liable to termination by either side, after giving two month's notice (or at our option two months pay in lieu of notice) except in the case of physical or mental incapacity, insubordination or dishonesty or unauthorized absence or any other misconduct in which case, your services may be terminated without any notice.
6. The written notice of resignation from the services of the company is mandatory from your end. In case you leave your employment without giving requisite notice, you shall be liable for legal action, no relieving order will be issued and settlement of dues will be at the discretion of the Management. The Management reserves the right to deduct, as liquidated damages, an amount equal to 15 days basic salary in case of

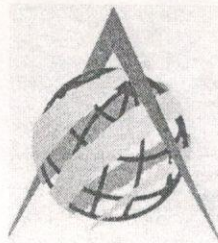
Pearl International Tours and Travels Limited

Registered Office : 703 Rohit House, 3, Tolstoy Marg New Delhi-110 001, India

travelwithpearl.com | T +91.11.41522000 | F +91.11.23314109 | 904 Rohit House, 3, Tolstoy Marg New Delhi-110 001, India



(Signature)



PEARL

employee under probation and two months' basic salary in case of confirmed is not available or is insufficient then the Management shall have the right to recover such amount as found due from you in any manner deemed fit.

7. The management reserves the right to terminate your services by giving no notice or compensation in lieu thereof in case you are involved in any criminal proceedings/ insolvency bankruptcy etc.
8. If you remain absent, without obtaining leave or extend leave for a continuous period of eight days, you will lose lien on your employment and this action of yours will be deemed to be repudiation of your contract of employment.
9. The Management reserves the right to transfer you to any of its department, division, office, branch and unit in India whether existing at present or which may be opened or acquired by the company, subsequently, on the same terms and conditions at absolute discretion of the management without assigning any reason whatsoever.
10. Personal information/statement furnished by you in your application is incorrect; you shall be liable for disciplinary action, which can result in your dismissal from the services of the company.
11. Your position is of a whole time employee with the company and for remuneration or otherwise you shall not secure or try to secure any other post nor would you undertake any course or study or any part time work without the previous consent of the company in writing.
12. Your service is likely to be terminated in case of misconduct or misbehavior or misappropriation of funds or in case, any act of yours results in financial loss to the Company.
13. After ceasing to be the employee of the company, you shall not solicit the customers of the company directly or indirectly for yourself or as employee or agent of any individual, firm, company, undertaking or organization.
14. Whenever you change your present / local residential address for any reason, you shall intimate the change to the management immediately.
15. In respect of all matters not specifically covered by this letter, you shall be governed by such rules as may be applicable to personnel of your category in the company from time to time.

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16. That in case of any dispute between the management and you, it will be subject to the jurisdiction of Delhi Courts only and no where else. You shall have no objection what so ever with regard to the jurisdiction of Delhi Courts to the exclusion of all other courts in India.

Thanking you,

Yours truly,

For PEARL INTERNATIONAL TOURS & TRAVELS LTD,

(VIVEK PANDEY)
VICE PRESIDENT

ACKNOWLEDGEMENT OF THE EMPLOYEE

I have fully understood the contents of the letter of appointment. I hereby confirm that all the terms and conditions in the said letter are acceptable to me. I fully understand the implication of this appointment and shall join duty today i.e.

Signature

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PEARL GROUP OF COMPANIES

COMPENSATION PACKAGE FORM

NAME :	Unit: MAHENDRA S. RAJPUT	PITTL	Print Date:	14-Nov-11
Date of Joining:	10-Oct-11	Location :	ROHIT HOUSE	
Designation (existing)			Texpr:	0.0
Designation (Proposed)	ACCOUNTANT		W.E.F. :	10-Oct-11
Deptt.	F&A		NEXT REVIEW	
Group :	EXE GRP	Age :	25	
COMPONENTS	EXISTING	PROPOSED	DIFF.	REMARKS

GROUP "A" MONTHLY

BASIC		3500	
HRA		1000	
CONV		800	
SPL ALLOWANCE		2300	
EXE. ALL.		0	
CCA		0	
MEDICAL ALL		0	
TOTAL PM		7600	
TOTAL PA		91200	
TAKE HOME		7047	

GROUP "B" ANNUAL

BONUS		3500	
CO. CONTR OF ESI		4332	As Per Rules
GRATUITY		2019	As Per Rules
CO CONTR OF PF		5040	As Per Rules
PAI		0	
TOTAL PA		14891	
CTC		106091	

DATE P&A APPROVING AUTHORITY EMPLOYEE

Note : The above package is a representation of total cost to the company and includes all costs Direct/Indirect and notional. The payments to various components will be governed by co. policies being in force from time to time and mere mention in the package does not entitle any employee for payment automatically. In case of any amendment in Statutory Compliance the same will be absorbed from the CTC



उत्तर प्रदेश UTTAR PRADESH

ES 960201

NOVATION AGREEMENT

This Novation is made and entered into on this 24th day of May, 2019 by EBIX TRAVELS PRIVATE LIMITED, and PEARL INTERNATIONAL TOURS & TRAVELS PRIVATE LIMITED with reference to the following recitals:

WHEREAS, EBIX TRAVELS PRIVATE LIMITED entered into multiple agreements with PEARL INTERNATIONAL TOURS & TRAVELS PRIVATE LIMITED, for providing Travel and Holiday plans; and

WHEREAS, since the making of the Agreement, Ebix Travels Private Limited has acquired Business of PEARL INTERNATIONAL TOURS & TRAVELS PRIVATE LIMITED, as per Business Transfer Agreement signed of dated 31.12.2018; and

WHEREAS, EBIX TRAVELS PRIVATE LIMITED desires to continue to provide services and meet the assigned obligations of PEARL INTERNATIONAL TOURS & TRAVELS PRIVATE LIMITED under all the previous agreements and their subsequent renewals as applicable; and

WHEREAS, the parties desire to make this Novation because of their mutual interests in continuing the contractual relationship which existed between EBIX TRAVELS PRIVATE LIMITED and PEARL INTERNATIONAL TOURS & TRAVELS PRIVATE LIMITED.

NOW, THEREFORE, with the mutual intent to be legally bound, the parties agree that EBIX TRAVELS PRIVATE LIMITED should be substituted for PEARL INTERNATIONAL TOURS & TRAVELS PRIVATE LIMITED in all the previous agreements and subsequent renewals as applicable, following are the detail of bank account that should be used for future transactions;

Bank Name	Address	SWIFT CODE :	RTGS/NEFT IFSC	ACCOUNT NO.
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ICICI Bank

MG Road, Bangalore

ICIC00000002 000205012142

This Novation is effective as of **24.05.2019**. The parties hereby acknowledge the foregoing as the formal consent to this Novation.

Pearl International Tours & Travels Private Limited **Ebix Travels Private Limited**

By: _____

Name: _____

Title: _____



By: _____

Name: _____

Title: _____

Date: 12th April'2019
Ref.: LOO/ETPL/19/216

Mahendra Singh Rajput
Lucknow

Sub: Letter of Offer

Dear **Mahendra**,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you a position with the following details and on the terms and conditions discussed and agreed upon by you at the time of interview and as embodied in a separate letter of appointment which will be given to you at the time of joining.

Designation : Credit Control (Bhopal)
Monthly Salary (CTC) : INR 28,500 /-
Date of joining : 1st April'2019

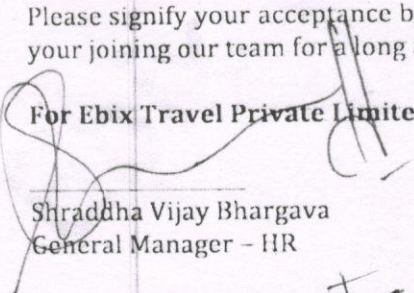
On the date of joining you will be required to submit the following documents to the HR department:

1. Copies of educational and professional qualification certificates
2. 10 colored passport size photograph
3. Copy of your passport
4. Pan card copy
5. Address Proof copy - Temporary & Permanent
6. Medical Fitness Certificate
- If employed earlier, then:
7. Last three salary slips
8. Salary certificate from the previous employer
9. Release order from last employer
10. TDS Details

You are required to report to work at the above mentioned office on the date of joining mentioned above, failing which this offer will stand automatically withdrawn.

Please signify your acceptance by signing and returning the duplicate copy of this letter. We look forward to your joining our team for a long and successful association.

For Ebix Travel Private Limited.


Shradha Vijay Bhargava
General Manager - HR

Accepted: M.S. Rajput

Date: _____

EBIX TRAVELS PRIVATE LIMITED (Earlier known as FLIGHT RAJA TRAVELS PRIVATE LIMITED)
Corporate & Registered Office : Level 4, Block B (Magnolia), Manyata Embassy Business Park,
Outer Ring Road, Nagawara, Bangalore - 560045
Ph. : +91 80 40433000, Fax : +91 80 40433045
www.via.com, Call 24x7 | 080- 41431000, 080-30770000
CIN : U63040KA2007PTC041672

05-Jul-2022

To,

Name : Mahendra Singh Rajput

Emp Id : FP3704

Department : Consolidation

Location : Bhopal

Dear Mahendra Singh Rajput,

Subject: Relieving & Experience Letter

This is to acknowledge the receipt of your resignation letter dated **08-Jun-2022**

While accepting the same we thank you for your association with us during the tenure from **01-Apr-2019** to **08-Jun-2022**

You are accordingly relieved from all your duties as **Asst. Manager- Credit Control in Consolidation Department** at Via.com from the closing business hours of **08-Jun-2022**

We wish you all the best for your future endeavors.

For Ebix Travel Pvt Ltd.


Shraddha Vijay Bhargava
General Manager – HR

Accepted: _____

Date: _____



To,

Date: Jun 06th,2022

Mr. Mahendra Singh Rajput
(Employee Code – TTBS104923)

Appointment Letter

Dear Mr. Rajput,

With reference to your interview with us, we are pleased to offer you a post of **Travel Desk Executive – Admin** in the organization Your appointment shall be at an annual CTC of **Rs. 1,87,254/- (Rupees One Lac Eighty-Seven Thousand Two Hundred Fifty Four Only) per annum including 10% PLI (Performance Linked Incentive).**

The management reserves the right to adjust the salary at any time by merging or bifurcating with any other allowances. The terms and conditions of your service will be as follows: -

1. Your appointment will be effective from Jun 06th, 2022.
2. During the period of your services with the company, you will be governed by the rules and regulations with respect to the conduct & discipline and other matters as may be framed/ modified by the company from time to time.
3. Eligibility for leaves and other benefits would be in accordance with the company rules and regulations framed/ modified from time to time.

The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

4. Non continuity of your employment with the company for the stipulated period of one year attracts a liability of payment of the hiring, joining and training expenses to the company.
5. Your services can be transferred from one department to another or one office/branch to another office/branch existing or which are to come into existence in future. In such case, you shall follow rules and regulations of the department/office, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
6. You will be on probation period of six months from the date of your joining. Based on your performance, your service will be confirmed in writing by the company once the probation period is over. The probation period can be extended if the management decides so. Unless confirmed in writing, you will be deemed as probationer after the expiry of the probation period.
7. Prior notice of Three month has to be served by you, if you wish to resign from the service, failing which it will be presumed that you have absconded from service. In such a case the management will have the right to hold-back your salary and the Full and Final settlement will not be processed and legal action will be taken against you.



8. The company has the right to terminate your service during probation or extended probation or even after confirmation, without any notice or payment of any kind whatsoever in lieu of notice or otherwise in case of any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or Integrity issue, ZTP, other misconduct or neglect of duty, continuous non-performance, on your part of the breach of any of the terms, conditions and stipulations contained herein. Also, your remaining salary will be forfeited and no relieving letter will be issued.
9. Your absence for a continuous period of 8 days (including absence when leave applied for but not granted) or overstay for a period of 8 days after expiry of leave, will entail loss of your lien on the job and your services shall automatically come to an end without any notice or intimation by the management. The management will presume that you have abandoned the employment on your own accord and necessary legal action will be taken.
10. Your appointment shall be subject to verification of your background check including criminal as well as financial check. It is understood that this employment is being offered to you on the basis of the particulars furnished by you along with your application for employment. However, if at any time, the particulars furnished by you were found to be false/incorrect or if any relevant information had been suppressed, the appointment shall be considered null and void and your services are liable to be terminated forthwith without any notice.
11. After confirmation, if you wish to resign from the service you have to serve Three Months' notice or pay to the company an amount equivalent to Three Month's salary in lieu of the notice period. However, no notice or notice pay shall be payable as and when the company comes to know of any conviction by the court of law during the tenure of your service with us or conviction and/or any bad record in the past under the previous employer or on account of any misconduct by you. In case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the management may at its option grant leave for reasonable time or terminate your services. Also, if you are found suffering from any infectious/contagious disease, the Company may at its discretion terminate your services.
12. Your job function and responsibilities as **Travel Desk Executive – Admin** will be as defined broadly after joining the Company.
13. You shall not disclose to any unauthorized person, either during or after your employment with the company, any information about the interest or business of the company or any affiliated companies or any information pertaining to their clients and/or with the end consumers of our clients- the information you may have acquired while in the employment of the company as the same is strictly confidential.
14. You shall not communicate to newspapers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the company except with the prior approval of the management.



15. You will not seek full time or part time job or be involved in any way with client's business activities directly during your employment with the Company, and for six months in the event of cessation of your employment with the company.
16. Upon separation from the company, you shall return to the company all the assets and property of the company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.
17. You are liable to confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company and also agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.
18. The terms and conditions marked in this offer are strictly confidential. You shall abide by the information security policy of the company and all the rules and regulations contained therewith.
19. Your remuneration package has been calculated on the basis of your job, skill specific background and professional merit hence the same has to be maintained as strictly confidential. Any changes made in the same in future also has to be kept strictly confidential.
20. Information pertaining to the Company's operations shall remain confidential and has to be safeguarded by you.
21. The Company expects you to respect all matters, which are classified and are Intellectual Property Right of your current employer. The company strongly discourages you to bring the same information in to the limelight viz a viz other organizations, manuals, documents, papers, memos and files.
22. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. All communications between the employee and the company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. In the event of failure of the employee to discharge this obligation, then the service of any communication shall be deemed to be complete and effective on the address mentioned herein.
23. During the period of service with the company, you shall not indulge and/or take part in any activity of formation of council and/or association or become a member being part of management staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
24. During the tenure of your services, you will devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the company in writing. Any contravention of this condition will entail termination of your services from the Company.



25. While working as an employee if you enter into any business transaction with any party on behalf of the company within your permissible limits, it shall be your responsibility to ensure recovery of outstanding. If any outstanding remains at the time of leaving the services of the company, it shall be your responsibility to recover the same for remittance to the company before you proceed to settle your legal dues in full and final settlement of your account.

26. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary at the time of your leaving the services of the company.

27. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

28. If you resign from the service after serving Three Month's prior written notice then only the salary, which is due to you, will be released along with your full and final settlement after 90 days from the date of last working day.

29. You will abide and be governed by the rules, regulations and orders, code of conduct of the company that are framed / modified and may be applicable to your category from time to time.

31. You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you.

32. The breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

33. Subject to the terms of this appointment letter, you will be at liberty to resign from the services of the company only upon giving three (03) months prior written notice("Notice Period") under your signature of three (03) month's Gross salary (all the earnings) /remuneration (last drawn) in lieu of the Notice Period. However, it is agreed that the company may at its option relieve you any time during your Notice Period.

In case the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter in token of your having understood and having accepted the same and return the same for our office record.

We have pleasure in welcoming you and looking forward to a mutually beneficial association. Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to be "A. Singh", is written over a faint circular stamp.

For TechnoTask Business Solutions

DECLARATION

I have read/understood the above terms and conditions and agree to abide by them.

Date

Name & Signature

Annexure 'A'

<u>Compensation Structure</u>		
Particulars	Per Month	Per Annum
Basic + DA	15050	180600
HRA	63	760
Other Allowance	0	0
Gross Salary - (A)	15113	181360
Employee Contribution		
PF @12%	0	0
ESI @ 0.75%	113	1360
PT	0	0
Deductions - (B)	113	1360
Net Take Home (A-B)	15000	180000
Employer Contribution		
PF @13%	0	0
ESI @ 3.25%	491	5894
Insurance	0	0
Total (C)	491	5894
(D) Cost to Company (CTC) - (A+C)	15605	187254
PLI	0	0
Total CTC	15605	187254
Take Home With PLI	15000	180000

Note*

- Deduction of professional Tax and Income Tax are subjected to its Limits and Regulations.
- Statutory deductions and their contribution may change as per government guidelines and rules.
- Salary Breakup may re-structure as per government & company norms.
- Medclaim if applicable will be included in CTC.
- Relocation, Notice buyout, or any other Hiring expense on the employee is recoverable if not completing 18 months of tenure with the company.

DECLARATION

I have read/understood the above terms and conditions and agree to abide by them.

Date

Name & Signature



TO WHOMSOEVER IT MAY CONCERN

Mr. Mahendra Singh Rajput
(Employee Code: TTBS104923)
Bhopal, Madhya Pradesh

Date: 08-Dec-2022

Salary Certificate for November 2022

This is to certify that Mr. Mahendra Singh Rajput, Employee ID TTBS104923, has been working with this organization since 06-Jun-2022. He is working as Travel Desk Executive -Admin and his disbursed salary for current month is Rs.15605/- (fifteen thousands six hundred and five Rupees).

* This is system generated document and does not require a signature.

Travel India Tourism Pvt. Ltd.

Your Travel Guide

Approved by Ministry of Tourism, Govt. of India & Madhya Pradesh Tourism Board



Date: 20/09/2022

Dear Mahendra Singh Rajput,

Travel India Tourism Private Limited is delighted to offer you the full-time position of Accountant with an anticipated start date of 01 December 2022.

As the Accountant, you will be responsible for [Banking, Billing, client follow-up, Collection, Cash Management, Vendor payments, Back office work.

You will report directly to Mahendra Pratap Singh - Managing Director. Working hours are from 10:30 to 07:30, Monday to Friday and Saturday Half Day.

The starting salary for this position is INR 23000/- conveyance and mobile bill INR 2500/- per month. In addition, you will be eligible to receive [As discuss additional compensation potential].

Your employment with Travel India Tourism Private Limited will be on an at-will basis, which means you and the company are free to terminate employment at any time, with or without cause or advance notice. This letter is not a contract indicating employment terms or duration.

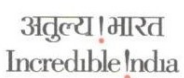
Please confirm your acceptance of this offer by signing and returning this letter on or before 1st December 2022.

Travel India Tourism Pvt. Ltd.
Managing Director

Candidate Signature: _____

Candidate Printed Name: Mahendra Singh Rajput

Date: _____



C-27, Parijat Complex, Bittan Market, E-5, Arera Colony, Bhopal - 462016 (M.P.)

Ph.: +91 755 2421243, E-mail : business@travelindiatourism.com, www.travelindiatourism.com

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CAREER[®] COLLEGE OF MANAGEMENT

AIRPORT ROAD CAMPUS



By Pass Square, Abbas Nagar Road, Gandhi Nagar, Bhopal- 462036
Tel: 0755 - 2980004 Web: www.ccm.ac.in, E-mail: ccm@careercollegeindia.com

Approved by Dept. of Higher Education Govt. of M.P., Recognised by AICTE, New Delhi and Affiliated to Barkatullah University, Bhopal.

1 May 2023

To,
Mr. Mahendra Singh Rajput
LIG Plot No-18 G-Sector Ayodhya Nagar
Ayodhya By Pass Road Bhopal

OFFER LETTER

Dear Mr.Mahendra,

Subsequent to your interview with us, we are pleased to offer you the position as Assistant Professor at Career College of Management, Bhopal. Your joining date will be 1 May 2023. We take pleasure to inform you that your compensation will be:-

Salary: - (Rs 20000 per month only)
Your working time will be 10 am to 6pm.

Deductions:-

Statutory Deductions, Professional Tax, Income tax if applicable as of Income Tax laws of India.

You are requested to send the below mentioned documents: -

- All Educational Certificates (Photocopies)
- Relieving Letter from Last Organisation
- Experience Certificates
- Passport Size Photos
- Documents of Proof of Residence
- Pan card & Passport copy (if have)
- Updated Resume

Please sign and return the duplicate copy of this letter as a token of your acceptance to this offer.

In case if you wish to leave the college, you need to give us one month notice, failing which you need to deposit one month salary in lieu of notice with the organisation.

Vandana Shukla
Thanks & Regards
HR Manager
Career College, Bhopal

• B.Com. (Hons) • B.Com. • BBA • BCA • MBA