

Date: **23-06-2023**

To,
MR. ARUP ACHARYA
Kolkata

Sub.: Offer Letter for the post of **Lecturer Trainee –Chemistry**

Dear **Mr. Arup**,

Congratulations on behalf of OAL Educare Private Limited.

In response to your performance in the interview referred above, We are glad to inform that, you have been provisionally selected for the post of **Lecturer Trainee– Chemistry** in our Institution. Hence, you are required to join the new assignment on or before **1.07.2023** based this offer letter.

You are requested to confirm the acceptance of our offer on or before **25.06.2023** either by an Email confirmation or by sending a signed, scanned copy of this offer letter, failing which, it will be presumed that you are not interested in joining the position. On your joining, you shall be put on probation for four months. Depending on your performance in the probation period, you will be provided with a written confirmation for a permanent position. Until you are provided any such confirmation, the nature of your employment will be deemed probationary.

RESIGNATION / TERMINATION FROM SERVICE:

1. Your services can be terminated on either side by giving 3 (three) month's notice or payment in lieu thereof (as per the undertaking submitted by you at the time of joining). If you are still on probation, 30 (thirty) days is the notice period or payment in lieu thereof.

2. In case of any breach of trust, gross negligence in duty or for any other reasonable cause your services could be terminated without notice in which case no payment shall be made in lieu thereof. You will have to hand over the charges, property, and other materials of the Organization in your possession at the time of resignation/termination.

Your present monthly salary shall be **INR 40000 (Rupees Forty Thousand Only) (Exclusive of Statutory Deduction)** as discussed with and fixed by the Selection Committee on the day of your interaction.

Please note you are required to submit the documents mentioned in Annexure-A on the day of joining for verification.

Looking forward to your positive response and thanking you.

With Regards



Director
OAL Educare Pvt. Ltd.

I received this letter of offer by accepting all the terms and conditions of the organization.

Yours sincerely

(Signature of the Candidate)

ANNEXURE A

Documents Required for Joining

To make the on-boarding process smooth, Kindly bring the required documents with the requisite no. of copies mentioned below on the date of joining.

1. Copy of Updated CV (1 copy)
2. PAN Card Copy (2 copies)
3. Permanent Address Proof (Aadhar Card)
4. Current Address Proof
5. **Signed Security Deposit Cheque** equivalent to **2 months of the CTC** offered at the time of joining. Please note this cheque shall not be encashed and will be kept as a security deposit to cover against a situation wherein the employee is unable to serve the requisite notice period as per the Contract of Employment. At the time of separation, provided an employee follows all protocols and completes the agreed notice period, this cheque shall be returned at the time of exit on the last working day. Please ensure the cheque is issued from the current active salary account that will be used for the purpose of this employment.
6. High School mark sheet and pass certificate (1 copy each)
7. Senior Secondary mark sheet and pass certificate (1 copy each)
8. Graduation all year mark-sheets and degree copy (2 copies each)
9. Post Graduation all year mark-sheets and degree copy (2 copies each)
(Note- Applicable if you are a postgraduate)
10. Previous employment documents, i.e., Appointment Letter, Payslip & Release Letter.
11. Bank Account Details (Cancelled Cheque)
12. 3 Photographs

Please make sure you inform HR Manager well in advance if you can't bring any of the above mentioned documents on the joining day. In the absence of any above mentioned documents, we will not be able to complete your joining

On the day of your joining-

Please report to-

Mr. Sandeep Dash

+91 7381030314

oal.hrd@gmail.com

Date: **1/07/2023**

Time: 09:30 am

Location: HR Office, OAL Educare Pvt. Ltd.

Google Map Link: **<https://bit.ly/2TXBUqq>**

Thanks and Regards

Team HR, OAL