



JB GLOBAL SCHOOL

RUN BY: JB GLOBAL SCHOOL SOCIETY, REGD. NO : 00695
Sector- C, Lane No-8, Defence Colony, Ambala Cantt-133001

Ref. No.18.....

Dated.....10/7/18.....

10th July 2018

Appointment letter

Dear Navjeet Kaur
HNO-36, DEFENCE COLONY,
Kallrehri, Ambala Cantt Ambala

With reference to your application & subsequent interview, we are pleased to offer you the position of **Administrator** on the terms and conditions mutually discussed and agreed upon:

Your salary will be Rs 13000 /- per month in cash and incentives will be pay to you as per your performance.

You are requested to report for duty on 2nd July 2018 at 10 am. In case you fail to report for duty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.

The key responsible areas would be:

- Coordinate office activities and operations to secure efficiency and compliance to Organisation policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

On the day of your joining you are required to submit the following:

1. Original copies of Academic /Professional attainments and work experience.
2. Documentary evidence of Date of Birth, No Due Certificate and Relieving letter & TDS certificate from last employer, details of last salary, appointment letter of current employer.
3. Three passport sizes colored Photographs.

If on verification, at the time of appointment or at a later date it is found that you has furnished wrong information, in such cases your services with the company will be liable to termination.

Please sign duplicate of this offer letter as token of your acceptance of the above terms.

With Best Wishes

Raghav Jetly

RAGHAV JETLY
(DIRECTOR)

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