



0171-2802479 (Office)

# BAL JAGAT PUBLIC SCHOOL

## PERMANENT RECOGNIZED

New Model Colony - Sounda (Ambala) 134003 Haryana

Ref No .D./3.62...

Dated 23/05/2022

### Appointment Letter

Dear Kamalpreet singh  
Vill khajur mandi  
PO sarsini  
Teh Derabassi  
Distt: SAS nagar mohali  
Punjab-140501

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 23 Sep 2020 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In case you fail to report for duty on this date unless otherwise agreed in written the offer shall stand automatically withdrawn.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 (email ,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 reliving 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

Matheri Shekhan

Bal Jagat Educational Sociers  
Matheri Shekhan ( Ambala )

98129-22346





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New Model Colony - Sounda (Ambala) 134003 Haryana

Ref No ..01362....

Dated 23/05/2022

### TO WHOM IT MAY CONCERN

This is to certify that Mr. Kamalpreet Singh S/O Harbhajan singh R/O Vill Khajur Mandi PO Sarsini Teh Derabassi Distt SAS nagar Mohali Punjab-140501 has been working with our School Since 23 sep 2020 to till date. He is working as an Administartor. He has performed optimum in all tasks that have been assigned to him. He has contributed positively for the organization.

We wish him all the best for the future Endeavours.

  
Manager

Bal Jagat Educational Society  
Mathura Shekhan (Ambala)

98129-22346

