

OFFER OF APPOINTMENT

Name: Bindiya

Mail id: bindiyapalan6@gmail.com

Dear Bindiya

1. We are pleased to offer you an appointment in our SatNav Preschools Pvt. Ltd., Venture of SatNav Group as **"Faculty" for Zomato center at Bengaluru.**
2. Your Annual gross Salary is attached herewith as in Annexure –A.
3. Your Employment with us will be governed by terms and conditions referred in Annexure-C
4. You are required to join **1st August 2023** and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing.
5. Please sign the duplicate copy of the offer on all sheets at the bottom on the right corner, and return to **Ms.Geetha** at the address mentioned below, on or before **10th August 2023**. Kindly enclose the **"Acceptance of Offer"** in the self-addressed envelope provided, as a token of your acceptance, mentioning the date of your joining Sunshine Preschool.
6. For office timings, Leave and other details see Annexure-B.
7. You are required to give a notice period of **60 Days** for termination of your services with Sunshine Preschool
8. You are **not** entitled to any leave during the probationary period. However, the leave due to you will accumulate and can be used after confirmation of appointment. Your services are liable to be transferred to any other **Sunshine Center** of the company in larger interests of the organization.
9. You are required to stay for **2Year** with Sunshine Preschool and deposit original certificates for record.
10. You are requested to report at **9.00 am** on **1 August 2023** to complete the joining formalities at the address mentioned below. At the time of joining, you are requested to submit the copies of the documents as per Annexure-B.
11. In case of further clarifications, please communicate with Geetha (geetha@satnavpreschools.com) office Phone No 6300531890 and quote the reference above.
12. We Welcome you to Sunshine Pre School and look forward to a long and mutually beneficial association.
13. You will be undergoing training in one of ours SatNav Preschool and will be moved to the nearest center after the completion of the Training

For SatNav Preschools Pvt. Ltd.,

Authorized Signatory

I hereby accept the above-mentioned terms and conditions.
Signature:

Date:

Encl: Annexure- A (Salary Structure), Annexure – B (Check List and Other Information), Annexure- C (Leave Policy Document),

SatNav Preschools Pvt. Ltd.

India's 1st Preschool & Daycare Chain

Regd. Office : 203, Lake Shore Towers, Rajbhavan Road, Somajiguda, Hyderabad - 500 082.

Tel: 6300531890, E-mail : sunshine@satnavpreschools.com, URL : www.sunshinepreschools.com

ANNEXURE -A

SALARY STRUCTURE		
Particulars	Amount (Per Month)	Amount (Annual)
Basic Pay	16,500	1,98,000
House Rent Allowance	4,326	51,912
Statutory Bonus	1,374	16,493
Gross Salary	23,200	2,78,405
EPF - Employer Share	1,800	21,600
Total Cost-To-Company	25,000	3,00,005
EPF - Employee Share	1,800	21,600
Professional Tax	200	2,400
Net Take Home Salary	21,200	2,54,405



ANNEXURE-B

Activities	Date
Date of Joining	1 st August 2023
Probationary Period	3 Months
Leaves	15 Leaves (1.25 L per Month)
No of working days in a week	6 days
Office Timings	9.00AM to 6.00PM
No of holidays per year	12 days
Dress Code	Monday to Friday Formals
Date of Submission of the documents* Joining Report & Service agreement Other Certificates and documents	10 th August 2023

- At the time of joining, you are requested to bring the following documents in **Original** along with a copy of each.
 - (a) Certificates supporting your educational qualifications along with marks sheets
 - (b) Schooling certificate (SSLC / ICSE) in support of your age.
 - (c) Your Latest Salary slip or Salary Certificate.
 - (d) Your relieving Letter from your present organization.
 - (e) Service Certificate from the Present Employer
 - (f) Two Coloured passport sized photographs
 - (g) Joining Report
 - (h) Service agreement

Your Offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/Certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.



ANNEXURE-C

1. Employment Agreement

(a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Sunshine Preschool.

(b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Sunshine Pre schools and shall keep confidential any information, whether written or oral, relating to the Sunshine Preschools that may come to your knowledge during your assignment with Sunshine Pre school .

Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice.

2. You shall not install, download, copy, and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

This is to certify that I have gone through and understand all the terms and conditions mentioned in Annexure-C and I hereby accept and agree to abide by them:

Name in Full :
Signature :
Address :
Date :
Place :