

Date: 04/07/2022
Ref: AKAL/HR/07/2022/803

Mr. Pankaj Verma
Karol Bagh (New Delhi)

Subject: Offer
Letter for the Post of **Developer (4- 6 years experience)**

Dear Pankaj Verma,

Congratulations!

With reference to your application and subsequent interview, we are pleased to offer you the post of Developer (4- 6 years experience) to be positioned at Ministry of Housing and Urban Poverty Alleviation, Delhi, located at Ministry of Housing & Urban Poverty Alleviation Nirman Bhawan New Delhi - 110011. (Based on our agreement/contract with Ministry of Housing and Urban Poverty Alleviation, Delhi to recruit and place high skill I.T. professionals).

Your date of commencement of employment will be on or before **25/07/2022**, after which the offer automatically stands withdrawn. No TA/ DA/ Conveyance will be paid for joining of your duty.

You will be entitled to remuneration of **Rs. 468000 CTC annually (Four Lakh Sixty Eight Thousand only.)**. The cost to the company includes all allowances/ benefits/ perks and any associated components (P.F., ESIC if applicable) as per the organization(s) policy.

You will be bound by non-disclosure agreements for the above and any proprietary information disclosed to you by the organization / Client during the engagement period. During the engagement period you will devote full time and attention to the work assigned to you and not undertake any other work. Other terms of employment will be sent to you with Appointment letter.

Your offer has been made based on information furnished by you. However, suppose any discrepancy is found in the copies of documents/ certificates given by you as proof of the above. In that case, we reserve the right to review/ terminate our offer of employment at any time without any notice period. Furthermore, your work as per this offer is subject to your being medically fit by a registered medical practitioner.

Please note that this is merely a letter of intent. Your employment would be subject to the terms & conditions mentioned in your appointment letter, which will be issued to you after verification of your documents, background verification, and on receipt of a certificate of your Joining received from the Ministry of Housing and Urban Poverty Alleviation, Delhi

To complete the joining formalities, please share scan copy of all your original documents duly attested by yourself and bring all your original documents for verification on the date of joining. Please find the list of documents/ details listed below:

1. Proof of Date of Birth (birth certificate / S.S.C)
2. Pan Card & Aadhar Card (mandatory)
3. Passport size colour photographs (soft copy)
4. A copy of Address/ I.D. proof (Passport/ voter I.D. / Driving License)
5. A copy of Academic Certificates (from grade 10th to onwards)
6. A copy of the Appointment letter from the previous employer

7. A copy of the original resignation/ relieving letter from the previous employer
8. Copy of salary slips for last 3 Months/bank statement
9. Two references (preferably from previous employers).
10. A copy of Medical Insurance (Minimum 3 lakh) & Accidental insurance (Minimum 5 lakh)
11. A copy of PF Declaration Form 12B
12. A copy of Duly signed Form 11
13. A copy of Bank Passbook with IFSC code or Cancelled Cheque

We welcome you in “**AKAL Information Systems Limited**” family and wish you a long & successful career with us.

***With
best wishes,***

Thanking You,

For Akal Information Systems Ltd.,



Deo Kumar

Manager – Recruitment & Deployment

I will report on duty w.e.f.

Accepted & Signed

Name:
Mobile No.:

Date: