

23 Sep. 2023

To,

**The Placement Officer
J.S. University, Shikohabad
Firozabad-283135**

RE:– Offer of Employment for Data Entry Executive

Dear ,

We are thrilled to extend an offer of employment to you for the position of Data Entry Executive at Indian Banking Technology via Global Data Entry Work. We were impressed by your qualifications, experience, and the enthusiasm you exhibited during the interview process. We believe you will be a valuable addition to our team.

Selected Candidate

Roll Number	Student Name
21202302032	KRISHANVEER SINGH
21202302002	ADITYA PRATAP SINGH
21202302023	YOGANSH SINGH
21202302014	PRADEEP KUAMR
21202302038	VIJAY KUMAR
21202302021	VIKAS
21202302013	NEERU YADAV
21202302009	KM SANDHYA KUMARI
21202302007	BHARAT MANI
21202302012	NEERAJ KUMAR
21202302001	ADITYA KUMAR DIXIT
21202302006	BHANOO PRATAP SINGH
21202302019	SHIVAM KUMAR

Salary and Benefits:



Your monthly salary will be ₹ 3HEK NKUMAR6000/-. In addition to your salary, you will be entitled to the benefits provided by our company, including but not limited to:

- Paid time off and holidays
- Professional development opportunities
- Employee discounts on company products/services

Your date of Commencement will be 19

Dec.2023

Responsibilities:

- Fill Health Insurance forms in the forms at GDEW.
- Perform regular quality checks on entered data to identify and rectify errors promptly.
- Communicate effectively with team members, supervisors, and other departments to clarify doubts, obtain missing information, or resolve data-related queries.
- Ensure that all entered data adhere

Terms of Employment:

This offer of employment is contingent upon the successful completion of any background checks, reference checks, and other pre-employment requirements as determined by the company.

Probationary Period:-

You will be subject to a probationary period of 1 month during which your performance will be closely monitored. Upon successful completion of the probationary period, your employment will be confirmed.



Please indicate your acceptance of this offer by signing and returning a copy of this letter. If you have any questions or concerns, please feel free to contact us.

We look forward to having you on board as part of the Indian Banking Technology team Once again, Congratulations on your appointment.

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Sincerely,

A handwritten signature in blue ink that reads "Ruman Jain" with a long, sweeping horizontal line extending to the right.

Indian Banking Technology