

20 th June 2019

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

S.No.	Roll Number	Student Name
1	172010702008	KM. VINEETA
2	172010702003	KAMLENDRA SINGH
3	172010702012	VIVEK KUMAR
4	172010702005	KM SUMIT SIKARVAR
5	172010702010	SANGEETA RANI
6	172010702006	KM. RADHA KUMARI
7	172010702007	KM. SADHANA
8	172010702002	JYOTI DIXIT
9	172010702009	RANJAN PRATAP SINGH
10	172010702001	ANUJ YADAV
11	172010702004	KANWAR RAGHVENDRA SINGH

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

11th Job 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.

Sincerely,

A handwritten signature in blue ink that reads "Suman Jain". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Indian Banking Technology

