



Ref.....

Date.....

NECESSARY INFORMATION :

- You must follow the office timing to maintain discipline and healthy environment in the office.
- You are required to make your own travel arrangements to the office , however any expense incurred during the official tour will be reimbursed.
- During the period with the company you are strictly prohibited to work for any other organization.
- However the company encourages you for higher studies but in no case it should affect your contribution to the company.
- The leave of absence will be granted only on the written request to the company head.

SALARY AND PROMOTION CRITERIA:

Salary:

- As chief counsellor your consolidated monthly salary will be 15000, + insentivs.
- Rs . 10,000 per admission conversion will be awarded.
- The current employment condition are as issued to you changes will be brought to in advance.

The **RUDRA CAREER GUIDANCE** welcomes you to be a part of our family and we wish you well throughout your tenure , which will be extensively fillwd with good prospects for the future. thos will continue to be a long and mutally beneficial association .

Yours sincerely
For and on behalf of
RUDRA CAREER GUIDANCE.

For Rudra Career Guidance

Auroop Pandey
Proprietor

I here by confirm my acceptance and understanding
of ' service Term and condition
for Chief counsellor.

Paidika

☎ 9670780555, 9682780555

🌐 www.rudracareers.com

📍 117/K/64, Sarvodaya Nagar, Kanpur-208025



Rudra

Career Guidance
End to End Solution

Ref.....

Date 25/04/2018

TO
Miss Pritika Pandian
Sharda nagar nilmatha cantt
post dilkusha , Lucknow,

Offer letter for the post of chief counselor with Rudra Career Guidance.

We are pleased to offer you an appointment at the position of chief counsellor in Rudra Career Guidance.

We foresee your potential skill as a valuable contribution to our company and clients.

Your appointment as chief counsellor with Rudra Career Guidance will commence on 17 April 2018 with an initial fixed package of Rs 15000 / month + incentives your continued employment and confirmation at Rudra Career Guidance depends on your successful performance in future.

Your current job profile comprises of handling all the client relationship related all activities at Rudra Career Guidance.

Our principles Rudra Career Guidance , Kanpur (The company), herewith advice you of your appointment as chief counsellor for the company. In order that there may be a clear understanding of the terms and condition of this appointment, we set these out below and ask you to signify your acceptance by signing and returning the duplicate copy of this letter.

The company places greater emphasis on the success of your training period which is fully comprehensive and will be overseen by Company to enable you to become a well-trained and competent personality.

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