



निर्वाचन / OBSERVATION

पिता या पत्नी / MISCELLANEOUS SERVICE



S9216683

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

YOGESH MAHAJAN

माता का नाम / Name of Mother

SUNITA MAHAJAN

पति या पत्नी का नाम / Name of Spouse

NARINDER KUMAR

पता / Address

HOUSE NO-178 GALI NO-7 SUNDER NAGAR

BATALA ROAD, AMRITSAR

PIN: 143001, PUNJAB, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

R3032005

07/09/2017

AMRITSAR

फाईल नं. / File No.

AS1073564858819

20 February 2024

**Mahajan, Sofia** (Date of birth: 06.10.1990)House No-178 Gali No-7 Sunder Nagar, Batala Road, Amritsar  
143001 Punjab, India**National Learner ID: 1.2.246.562.24.98619962499****You have been accepted to higher education to****Degree Programme in International Business at Karelia University of Applied Sciences, Finland****Study programme:** Bachelor of Business Administration, International Business,  
full-time studies, programme is taught in English**Studies begin:** 19 August 2024.**Level of qualification:** Bachelor's degree**Planned duration:** 3,5 years | 210 ECTS credits, 19 August 2024 – 31 December 2027.**Confirm** the study place electronically through the link in your email notification. **NB!** You may accept only one study place leading to a higher education degree in Finland that begins in the same academic term (Autumn 2024) **Further information by clicking this link.**Student selection is **conditional** until your general eligibility for UAS' studies has been verified and your tuition fee payment has arrived.You need to **accept** the study place **within 7 days from the offer** or you will lose your place.**Note!** The Early bird-priced tuition fee is valid only 14 days from acceptance letter. Accepting a study place is a binding choice, and you cannot cancel or change your choice later. When you accept a study place bindingly, all your other study programmes will automatically be cancelled. **Instructions** on accepting the study place, registration and providing copies of school certificates can be found **from our website.****Tuition fee & Early bird-priced tuition fee**Karelia's **tuition fee** is 9 000 euros per academic year. The tuition fee will be collected upon receipt of the study place, before registering as present for the academic year.Karelia UAS offers Early bird-priced tuition fee for first-year students. **Early bird -priced tuition fee means that student gets 10% discount** of the full tuition fee payment in the first academic year. **Early bird-price is valid**, when applicant accepts the offered study place at Karelia UAS and pays the tuition fee (8 100 €) **within 14 days from the offer.**If you don't meet conditions of the Early bird-priced tuition fee, you need to pay the whole academic year's fee. You can pay the in two instalments; first instalment when you accept the study place and the second instalment by 10 January 2025. More information about the tuition fee can be found from our website at **Karelia / Tuition fees****Welcome to study!**

Admission Services

rolling.admission(at)karelia.fi

Karelia-ammattikorkeakoulu  
Karelia University of Applied Sciences  
Tikkariinne 9, 80200 Joensuu | **www.karelia.fi**



Tämä dokumentti on allekirjoitettu sähköisesti Karelia Sign-järjestelmällä  
This document has been electronically signed using Karelia Sign

Päiväys / Date: 20.02.2024 10:12:18 (UTC +0200)

**Taru Väisänen**

Kansainvälisen opiskelijarekrytoinnin asiantuntija

Organisaation varmentama (Karelia käyttäjätunnus)  
Certified by organization (Karelia user account)

*Certified by organization*



Search mail



1 of 6

### Tuition fee payment receipt Inbox x



**rolling.admission@karelia.fi**  
to me

10:09 AM (32 minutes ago)

Dear Sofia Mahajan,

Thank you for your payment. Enclosed receipt of the payment and clarification of your studies.

**Please, remember to attach**

- the receipt of the payment,
- this email letter and
- a letter of acceptance to your residence permit application.

This is to prove that **student mentioned at the tuition fee receipt and acceptance letter** has been accepted to study in the **Degree Programme in International Business** at Karelia University of Applied Sciences. Studies are full-time studies. Duration of studies is from 19 August 2024 to 31 December 2027.

Above mentioned student has accepted the study place and she/he has been enrolled as a present student for the academic year 2024-2025 (19 August 2024 - 31 July 2025).

Tuition fee at Karelia University of Applied Sciences is 9 000 euros per academic year.

Karelia UAS offers Early bird-priced tuition fee for a first-year students. Early bird -priced tuition fee means that student gets 10% discount of the full tuition fee payment in the first academic year and pays 8 100€ / first academic year.



OP Meita PK

TILIOTE  
Tosite

42

Kausi  
28.2.2024Pvm  
28.2.2024Karelia Ammattikorkeakoulu Oy  
KARELIA AMMATTIKORKEAKOULU OY

YRITYSTILI

IBAN: FI68 5770 0520 2808 16  
BIC: OKOYFIHH

Pankin arkistointitunnus Saajan tilinumero * = Saajan tilin muutos (ACWC)	Maksupvm Arvopvm	Saaja/maksaja Viesti	Tapahtuma- numero	Tiliöinti	Summa EUR
KIRJAUSPVM 28.2.2024					
20240 2285X CT100 00096	2802 2802	Maksaja: SOFIA MAHAJAN OVERSEAS EDUCATION SOFIA MAHAJAN PPNO S9216683 DOB 06 10 1990 ST ID 1 2 246 562 24 98619962499INDBINBBGRD 360484c5-d3e7-478b- 9f8f- e5090d8a75f8 700ULKOMAAN MAKSU PMNT-RCDT-XBCT Kirjauksen lisätiedot: 07600059T4A3988 ALKUP.MÄÄRÄ EUR 8130+ EUR 8115+	000001		8 115,00 +
		SOFIA MAHAJAN	2956	1000 5104 2100	8 115,00 -
		OP	1940	1000 1000 1	8 115,00 +

**Policyholder**

SOFIA MAHAJAN  
KARELIA UNIVERSITY OF APPLIED SCIENCES  
TIKKARINNE  
80200 JOENSUU  
(Finland)

**Correspondence address**

SOFIA MAHAJAN  
KARELIA UNIVERSITY OF APPLIED SCIENCES  
TIKKARINNE  
80200 JOENSUU  
(Finland)

**Email** sofiamahajan6oct90@gmail.com

**Phone number** +35813260600

**Insured person**

SOFIA MAHAJAN | Female | 06.10.1990 | S9216683 | (India)

**International student health insurance Europe**

Policy ISIE-483961

**Benefits summary**

Plan level	Comfort	
First destination	Finland	
Territories	Worldwide excluding US territories, Canada and country of origin	Schengen countries are included
Notification	No deductible/excess for medical cover	No waiting periods are applied
Medical cover	Max. € 150,000.00	Emergency medical cover Sickness and accident Inpatient / Outpatient treatment General practitioners & specialists Prescription medication
Covid-19 medical infection costs	Max. € 50,000.00	Repatriation is not covered
Sea and mountain search and rescue	Max. € 30,000.00	
Emergency medical evacuation	Max. € 150,000.00	By air, land or sea
Medical repatriation	Max. € 50,000.00	
Repatriation of mortal remains	Max. € 30,000.00	In case of death
Luggage	Max. € 1,500.00	Loss, damage, robbery or theft of luggage (Deductible of € 250.00 per claim)
Accidental death	Max. € 25,000.00	Lump sum
Accidental disability	Max. € 50,000.00	
Third party liability	Max. € 500,000.00	

From	To	Duration	Premium	Paid on	GIC's
01.08.2024	31.07.2025	365 days	EUR 219.00	07.04.2024	ISIE-GIC-012023

**The insurer will pay the medical provider directly if required by the law.  
Alarm Service (for emergencies only, 24/7): + 31 50 520 9780**



**Tenedor de póliza**

SOFIA MAHAJAN  
KARELIA UNIVERSITY OF APPLIED SCIENCES  
TIKKARINNE  
80200 JOENSUU  
(Finland)

**Dirección de correspondencia**

SOFIA MAHAJAN  
KARELIA UNIVERSITY OF APPLIED SCIENCES  
TIKKARINNE  
80200 JOENSUU  
(Finland)

**Email** sofiamahajan6oct90@gmail.com**Teléfono** +35813260600**Asegurado**

SOFIA MAHAJAN | Female | 06.10.1990 | S9216683 | (India)

**International student health insurance Europe**

Póliza ISIE-483961

**Cobertura de seguro**

Nombre del plan	Comfort	
Primer destino	Finland	
Territorialidad	En todo el mundo, excluidos los territorios de EE.UU., Canadá y el país de origen	Países Schengen incluidos
Aviso	Seguro sin copago para la cobertura médica	Sin periodo de carencia
Cobertura médica	Máx. € 150,000.00	Tratamiento médico de emergencia Enfermedad y accidente Tratamientos hospitalarios y ambulatorios Médicos de cabecera y especialistas Medicamentos prescritos
Gastos Médicos por Covid-19	Máx. € 50,000.00	No se cubre la repatriación
Búsqueda & rescate	Máx. € 30,000.00	
Evacuación Médica de emergencia	Máx. € 150,000.00	En aire - mar - tierra
Repatriación sanitaria	Máx. € 50,000.00	
Repatriación de restos mortales	Máx. € 30,000.00	
Equipaje de viaje	Máx. € 1,500.00	Pérdida, daño, robo o hurto de equipaje (Franquicia de € 250.00 por siniestro)
Accidente personal -Muerte	Máx. € 25,000.00	Suma global
Accidente personal -Invalidez	Máx. € 50,000.00	
Responsabilidad civil	Máx. € 500,000.00	

Fecha de inicio	Fecha de fin	Duración	Prima	Pagado el	Condiciones generales
01.08.2024	31.07.2025	365 No. de días	EUR 219.00	07.04.2024	ISIE-GIC-012023

**El asegurador pagará al proveedor médico directamente si así lo exige la ley.****MOS ALARMA MEDICA DE EMERGENCIA (24/7) : +3150 520 9780**



----- Instance Type and Transmission -----  
Notification (Transmission) of Original sent to SWIFT (ACK)  
Network Delivery Status : Network Ack  
Priority/Delivery : Normal  
Message Input Reference : 2246 240227INDBINBBAGRD4223832823  
----- Message Header -----  
Swift Input : FIN 103 Single Customer Credit Transfer  
Sender : INDBINBBGRD  
INDUSIND BANK LIMITED  
(PNA HOUSE)  
MUMBAI IN  
Receiver : SOGEFRPPXXX  
SOCIETE GENERALE  
PUTEAUX FR  
MUR : M1946081  
UETR : 360484c5-d3e7-478b-9f8f-e5090d8a75f8  
----- Message Text -----  
20: Sender's Reference  
AD2TT24022700588  
23B: Bank Operation Code  
CRED  
32A: Val Dte/Curr/Interbnk Settld Amt  
Date : 27 February 2024  
Currency : EUR (EURO)  
Amount : #8130,00#  
50K: Ordering Customer-Name & Address  
/CXYPM5939F  
SOFIA MAHAJAN  
C/O WORLD ONE INDIA FOREX PVT LTD  
HOUSE NO 178 GALI NO 7 SUNDER NAGAR  
BATALA ROAD AMRITSAR PIN 143001 PUN  
53A: Sender's Correspondent - FI BIC  
INDBINBBXXX  
INDUSIND BANK LIMITED  
MUMBAI IN  
57A: Account With Institution - FI BIC  
OKOYFIHH  
OP CORPORATE BANK PLC  
HELSINKI FI  
59: Beneficiary Customer-Name & Addr  
/FI6857700520280816  
KARELIA UNIVERSITY OF APPLIED SCIEN  
CES  
TIKKARINNE 9 80200 JOENSUU FINLAND

70: Remittance Information

OVERSEAS EDUCATION

SOFIA MAHAJAN PPNO S9216683 DOB 06

10 1990 ST ID 1 2 246 562 24 986199

62499

71A: Details of Charges

SHA

----- Message Trailer -----

{CHK:FE1A8E1EF5EB}

PKI Signature: MAC-Equivalent

----- Interventions -----

Category : Network Report

Creation Time : 27/02/24 22:46:46

Application : SWIFT Interface

Operator : SYSTEM

Text

{1:F21INDBINBBAGRD4223832823}{4:{177:2402272246}{451:0}{108:M1946081}}

1728A

000649

# IndusInd Bank

To

Monday 01 July 2024

MS SOFIA MAHAJAN,  
C O NARINDER KUMAR HOUSE NO 178  
GALI NO 7 SUNDER NAGAR BATALA ROAD  
NEAR SHIVALA BHAYIAR  
AMRITSAR, PUNJAB  
INDIA - 143001

Greetings Customer,

### Sub:Balance Confirmation Certificate

This is to certify that the balance in the undernoted accounts of SOFIA MAHAJAN , as on value date 30-JUN-24 was as under.

Branch	Account No	Account Name	Account Type	Currency	Lien amount	Balance
1728	159670000786	SOFIA MAHAJAN	SAVINGS CHOICE	INR	0	1624462.01

This certificate is issued at the specific request of the customer.

Thanking You  
Your's faithfully,  
For IndusInd Bank Ltd.

Authorized Signatory  
E.&.O.E



*Amardeep Singh*  
AMARDEEP SINGH  
Branch Head  
ECN: 7730

*Sidharth Diwan*  
SIDHARTH DIWAN  
Dy. Branch Manager  
ECN: 105440  
INDUSIND BANK LIMITED



**Majitha Road Branch :** IndusInd Bank Limited, Ground Floor. Joshi complex . Majitha Road Amritsar - 143001  
Tel : (0183) 99142417.

**Regd. Office:** 2401, Gen. Thimmayya Rd. (Cantoment), Pune - 411 001. India.  
Tel.: (020) 26343201 Fax: (020) 2634 3241 Visit us at [www.indusind.com](http://www.indusind.com)  
CIN : L65191PN1994PLC076333

# IndusInd Bank

## Statement Of Account

SOFIA MAHAJAN

C/O NARINDER KUMAR HOUSE NO 178 GALI NO 7 SUNDER NAGAR BATALA ROAD  
NEAR SHIVALA BHAYIAR  
AMRITSAR  
PUNJAB  
INDIA  
143001

Period : 01-01-2024 to 31-03-2024  
Cust.Refn.No : 59747300  
Account Number : 159670000786  
Currency : INR  
IFSC Code : INDB0001728  
MICR CODE :  
Nomination Registered : Y  
Product Description : SAVING ACCOUNT-INDUS PARTNER  
ADD-ON  
Sanction Limit : 0.00  
Drawing Power : 0.00  
Adhoc Limit : 0.00  
Lien amount : 0  
Effective Available Balance : 1624462.01  
CKYC ID : 600XXXXXX4896



DATE	PARTICULARS	CHQ.NO.	WITHDRAWALS	DEPOSITS	BALANCE
01-JAN-24	Brought Forward				377792.95 Cr
01-JAN-24	FT TO INDUSIND ACCOUNTAT3NMVCN0EM159646007786		1450.00 Dr		376342.95 Cr
02-FEB-24	IMPSP2A403321378018UTIBDREAMPLUGPAY TECHSO INWD4800INET9211921020038977853			20000.00 Cr	396342.95 Cr
02-FEB-24	FT FROM INDUSIND ACCOUNTFF25F2194G58159646007786			176900.00 Cr	573242.95 Cr
04-FEB-24	FT FROM INDUSIND ACCOUNTAP4FFICASWDE159646007786			763100.00 Cr	1336342.95 Cr

Branch Address : MAJITHA ROAD, AMRITSAR, Ground Floor Joshi Complex, Nr Nanak Hosp, Majitha Road, Amritsar, Punjab, India - 143001.  
In case of any queries, please call our Phone Banking Numbers: 1860-500-5004

04-FEB-24	UPI40358995026CRNARIHDFC96465388011a xIPaym 96465388011axINARINDER KUMAR Payment from PhonePe		8000.00 Cr	1344342.95 Cr
27-FEB-24	RINDBR32024022700730457HDFCWORLD ONE INDIA FOREX PVT LTD INDBR32024022700730457	882254	750000.00 Dr	594342.95 Cr
29-FEB-24	FT TO INDUSIND ACCOUNTKRNWY75FP8PL159646007786		310000.00 Dr	284342.95 Cr
15-MAR-24	UPI407549737333CRJATIHDFCin2okhdfcbank UPI mahajanatin2okhdfcbankJATIN MAHAJAN UPI		16000.00 Cr	300342.95 Cr
16-MAR-24	IMPSP2A407613189570UTIBDREAMPLUGPAY TECHSO INWD4800INET9211921020038977853		100000.00 Cr	400342.95 Cr
20-MAR-24	UPI408016827237CRNARIHDFC96465388011a xIPaym 96465388011axINARINDER KUMAR Payment from PhonePe		66000.00 Cr	466342.95 Cr
21-MAR-24	Repayment credit 300961296727 TDS Recovery		1868339.61 Cr	2334682.56 Cr
21-MAR-24	FT TO INDUSIND ACCOUNTJ71NVAQVR0OP159646007786		400000.00 Dr	1934682.56 Cr
23-MAR-24	FT TO INDUSIND ACCOUNTS9G7F506V4FY159646007786		37000.00 Dr	1597682.56 Cr
31-MAR-24	159670000786.Int.Pd:01-01-2024 to 31-03-2024 Interest run		10442.00 Cr	1608124.56 Cr
31-MAR-24	Carried Forward			1608124.56 Cr

Statement Summary

Opening Balance	:	
Total Withdrawal Amount	:	1798450.00 (Dr)
Total Deposit Amount	:	3028781.61 (Cr)
Closing Balance	:	
Withdrawal Count	:	5
Deposit Count	:	9

The limits and effective available balance as on generated date 01/07/2024 11.13 AM

Branch Address : N

**IndusInd Bank** **Statement Of Account**

SOFIA MAHAJAN

Period : 01-04-2024 to 30-06-2024  
 Cust.ReIn.No : 59747300  
 Account Number : 159670000786  
 Currency : INR  
 IFSC Code : INDB0001728  
 MICR CODE :  
 Nomination Registered : Y  
 Product Description : SAVING ACCOUNT-INDUS PARTNER ADD-ON  
 Sanction Limit : 0.00  
 Drawing Power : 0.00  
 Adhoc Limit : 0.00  
 Lien amount : 0  
 Effective Available Balance : 1624462.01  
 CKYC ID : 600XXXXXX4896

C/O NARINDER KUMAR HOUSE NO 178 GALI NO 7 SUNDER NAGAR BATALA ROAD  
 NEAR SHIVALA BHAYIAR  
 AMRITSAR  
 PUNJAB  
 INDIA  
 143001



DATE	PARTICULARS	CHQ.NO.	WITHDRAWALS	DEPOSITS	BALANCE
01-APR-24	Brought Forward				1608124.56 Cr
03-APR-24	Balance Certificate Charges		116.00 Dr		1608006.56 Cr
03-APR-24	FT TO INDUSIND ACCOUNTDXLDT4XQSQLG159646007786		7000.00 Dr		1601006.56 Cr
03-JUN-24	UPI415528610282CRNARIHDFC96465388011a xIPaym 96465388011axINARINDER KUMAR Payment from PhonePe			20712.00 Cr	1621718.56 Cr
03-JUN-24	INDUSIND CREDIT CARD PAYMENTXXXXXXXXXXXX9823 7JYTFJGB9Q8B159670000786		20711.55 Dr		1601007.01 Cr

Branch Address : MAJITHA ROAD, AMRITSAR, Ground Floor Joshi Complex, Nr Nanak Hosp, Majitha Road,Amritsar,Punjab,India - 143001.  
 In case of any queries, please call our Phone Banking Numbers: 1860-500-5004

30-JUN-24	159670000786:Inl.Pd:01-04-2024 to 30-06-2024 Interest run	23455.00 Cr	1624462.01 Cr
30-JUN-24	Carried Forward		1624462.01 Cr

Statement Summary

Opening Balance	:		
Total Withdrawal Amount	:	27829.55 (Dr)	
Total Deposit Amount	:	44167.00 (Cr)	
Closing Balance	:		
Withdrawal Count	:	3	
Deposit Count	:	2	



The limits and effective available balance as on generated date 01/07/2024 11:15 AM

Branch Address : N

# IndusInd Bank IndusInd Bank

## FIXED DEPOSIT ADVISE FIXED DEPOSIT ADVISE

Date : 20-Jul-2023

Sofia Mahajan  
C O Narinder Kumar House No 178  
Gali No 7 Sunder Nagar Batala Road  
Near Shivala Bhayiar  
AMRITSAR - 143001

Fixed Deposit No. : 300961296727  
Customer ID : 59747300  
Account Holder(s) : Sofia Mahajan



Branch Name : Majitha Road, Amritsar  
Deposit Type : Term Deposit - Domestic (Reinvestment)  
Nomination : Yes  
Nominee Name : Narinder Kumar

Deposit Start Date	26-May-2023	Interest Instructions	Quarterly Compounded
Deposit Amount	INR 18,00,000.00	Maturity Date	26-May-2024
Deposit Period	12 Month(s) 0 Day(s)	Maturity Amount	INR 19,39,235.53
Rate of Interest (p.a)	7.5%	Maturity Instructions	Payout Principal and Interest

Deposit Amount (in Words) : Rupees Eighteen Lakh Only

Lien (Yes/No) : No


PAN : CXYPM5939F

Premature Withdrawal Permitted (Yes/No) : Yes

Mode of Operations : Singly

\* This is a valid computer generated advice and does not require a stamp/ signature.

Terms & Conditions

  
Soumitra Sen  
Head - Consumer Banking & Marketing

\* Refer to Terms and Conditions printed overleaf.





## Yogesh Mahajan and Vipan Mahajan

Ref: YM-06/2011-12  
Date: 16-Aug-2011

☎ 97808-61495

### To Whom It May Concern,

This is to certify that Sofia Mahajan has been an integral part of our family garment business, Yogesh Mahajan and Vipan Mahajan, for the past three years. During her tenure, she has displayed exceptional dedication, professionalism, and commitment to the success of our enterprise.

Sofia Mahajan joined our business on **July 2008 to July 2011** and quickly became an indispensable asset. Her contributions have been instrumental in various aspects of our operations, including but not limited to:

- Managing customer inquiries and ensuring excellent service
- Overseeing inventory management and procurement
- Implementing marketing strategies to expand our customer base
- Providing valuable insights and innovative ideas for business growth

Her meticulous attention to detail, strong work ethic, and ability to work effectively both independently and as part of a team have significantly enhanced our business operations.

We are proud to acknowledge Sofia Mahajan for her hard work, dedication, and invaluable contributions to the success and growth of Yogesh Mahajan and Vipan Mahajan. She has consistently demonstrated her passion for the garment industry and her commitment to our family business.

We wish her the very best in all her future endeavors and have no doubt that she will continue to excel in her pursuits.

Sincerely, For Yogesh Mahajan And Vipan Mahajan

*Yogesh Mahajan*  
Prop.



# Holy Heart Presidency School

Affiliated to I.C.S.E., I.S.C., New Delhi (No. PUO47)  
(An ISO 9001:2000 Certified Institution)

Ref. No. H04/029/19

Date 4/4/2019

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Sofia Mahajan D/o Mr. Yogesh Mahajan has worked in this institution from 19.08.2011 to 08.03.2019. She was working as a Drawing teacher. She left due to personal reasons. I wish her success in life.

**Holy Heart Presidency School**  
Affiliated to I.C.S.E.  
Director / Principal  
*[Signature]*  
Principal,



E-mail :

holyheartschool@yahoo.com

website :

www.holyheartschools.com

Contact :

+91-183-6541857, 6541856, 6574237

Address :

Lane No. 2,

Ranjit Vihar, Loharka Road,

Opp. Ranjit Avenue, E-Block

Amritsar. PB. 143 001





Date : 30/09/2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mrs. Sofia Mahajan, w/o Mr. Narinder Kumar, resident of H no. 178, Street no. 7, Sunder Nagar, Amritsar, Punjab, was a bonafide employee with us for **4 years and 6 months**, since April, 2019 to September, 2023.

She worked as a class facilitator for class Emerging Wings (Nursery) for our kindergarten.

She was a very dedicated, punctual and responsible teacher.

We wish her all the best for her future endeavors.

Thanking you

Rahul Kapoor

Director

Little Millennium, B.K. Dutt Gate, Amritsar

Little Millennium  
THE FIRST BIG STEP  
B.K. Dutt Gate, Amritsar

Visit : 16, B.K. Dutt Gate, Amritsar  
Call : +91 708 789 4448  
Email : lmamritsarbkdutt@gmail.com

Subject: Letter of Appointment

Dear Mrs. Sofia Mahajan

Subsequent to your interview, we are pleased to offer you the position of "Primary Teacher"

1. Effective date: Your employment will be effective from the date of joining i.e. **January 2nd, 2024**
2. Role and Responsibility: You will be responsible for your class and the safety and security of the children. You are responsible for the class material, discipline and smooth functioning of the class according to the school curriculum. Besides conducting classes, you will be given responsibility to conduct science programmes, science exhibitions, model making, creating teaching aids for the children and school.
3. Salary: You will draw a salary of **Rs. 11500 for first 3 months**. It will eventually increase to **Rs.13000** once you complete your probation period ( which ends on 2nd April 2024) Your emoluments shall be subject to statutory deductions applicable from time to time.
4. Probation: You will be on probation for a period of three months from the date of joining duty. You will be considered for confirmation after satisfactory completion of the probationary period.
5. Increments: Grant of annual increment will be governed by your overall performance (work and conduct) during the preceding year of service in terms of efficiency, regularity, punctuality, discipline, etc and the results achieved.
6. Leave: Grant of leave will be regulated as per rules of the organization in force from time to time.
7. Secrecy maintenance agreement: Except to your direct superior authority, you will not give out to any one any of the administrative and/or organizational matters of confidential/secret nature which it may be your personal privilege to know by virtue of your being our employee. All books, records and articles belonging to the establishment shall remain in the office premises and you will ensure that these are safely kept and maintained at the proper place. No record will be removed from the premises to any other place without the prior permission of the management.
8. Retirement: You are liable to retire on attaining the age of 58 years, or earlier if found medically unfit. Any extension of employment beyond 58 years would be purely at the discretion of the management.
9. Adherence to Rules & Regulations: You will be governed by the Service Rules and Regulations of the organization which at present are applicable to the employees of your status at the place of posting; and which may be added, modified, amended, altered, changed, or replaced by the management from time to time. Your hours of attendance can be regulated to suit the duties assigned to you. If during the period of your service, the management comes to the conclusion that you have committed any misconduct; your services may be terminated without giving any notice.
10. Abandonment & automatic termination: Unauthorized absence from duty for a continuous period of one week (including the period for which leave though applied has not been granted) and/or overstay beyond sanctioned leave for a period of 8 consecutive days will render you to lose your lien on the service and the same shall automatically come to an end without any notice or intimation. You will be liable to pay one month's salary in lieu of notice, which shall be deducted from your salary or other dues.
11. Travel for work: You may be required to travel for the purpose of acquiring training or any other work. You will be given a conveyance or compensated per kilometer for the same.

Please acknowledge receiving the letter and confirm date of joining.

With best wishes Yours

Sincerely, Chitvan Singh

Principal / Owner GD Goenka Toddler House, Amritsar

I have read and understood the above terms and conditions, and I undertake to abide by them.

Place:

Date:

Signature of Employee

Amritsar, Punjab  
2/1/24  
Sofia Mahajan