

Offer for the position of Special Educator

Ref: Reborn/1st Apr/2024-2025

**Chaitali Das
Uttar Jagtala , Batanagar
Koalkata 700141**

Dear Chaitali,

With great pleasure Reborn Child Development Centre is extending the offer for employment in the position of **Position offered** and **CTC** will be **Rs.2,07,000 CTC/- (Rupees Two Lakhs Seven Thousand only) per annum which will include (15000 for the 1st 3 months and 18000 after confirmation)**. We would like **you** to join us on **1-04-2024** which is subject to:

- Producing acceptable certified documentary evidence of your identity, address proof, academic and professional qualifications.
- Signing all our joining documents

Probation Period: You would be on probation for **3 months** post which a confirmation review would be conducted with the managers. Post probation review would follow with confirmation/continuation of employment.

Working hours: We start our day at 9.30 am and close at 6.30 pm. In case of non-completion hours or short falls, respective policies/management discretion is considered.

Leave Policy: Our team is entitled to 01 day of earned leave post working for a month which calculates to 12 days of total leaves in a year.

Increment Policy: At Reborn we have Annual Review as the determining factor for Annual Appraisal along with annual bonus subject to performance.

Travel Policy: You might have to visit to clients occasionally depending upon the nature of project. The travel expenses are reimbursed as per the policy and management discretion.

Capacity Building: At Reborn we encourage different trainings and capacity building workshops time to time /as when required for personal as well as company growth & development through in-house and external trainers.

Career planning and Goal Setting: For both evaluation and to continue to develop in your Career at Reborn, Career planning and Goal Setting Meeting/**Six Monthly Review** are scheduled every **06 months** with your immediate supervisor.

Office Decorum: You will be governed by the services, rules and regulations including the conducts discipline administrative orders and any such other rules / orders of the organization that may be enforce from time to time. We encourage our team to wear **Formals (Monday-Friday)** and **Casuals(Saturday)**.

Leave Policy: Wednesday is considered as Weekly day off.

Centre Allotted : Asansol, Fatehpur Centre

Terms and Conditions

• Should you decide to leave the organization after confirmation, you have to serve a Notice Period of 60 days

You are requested to submit the following documents (Scan Copy)

upon joining:

- i. Aadhar Card ii. PanCard iii. Photo identity & Address proof
- iv. Educational Certificates (10th /12th /Graduation*/ Masters
Etc. as applicable)
- v. Marriage Certificates (If married) vi. Passport Size photograph vii. Previous company's offer letter/ appointment letter (not applicable for fresher's)
- viii. Experience certificate / resignation acceptance letter (not applicable for fresher's) ix. Pay slips last 3months (not applicable for fresher's)

x. Bank detail with IFSC code (cancel cheque or pass book front page)

Xi. Medical fitness certificate from a registered medical practitioner

Once again, Congratulations! Our plan is growth and so inviting you to be the part of it. We want to be our employee's workplace of choice where we work together to witness the achievement.

P.S. Please sign digitally this letter and return it to the undersigned in token of your acceptance of the employment offer with terms and conditions stated herein above over mail.

Yours faithfully



For

Reborn Child Development Centre

Authorized Signatory

Received & Accepted

Chaitali Das