

Ref. Code: 5860 Mol-Hyd-2020

Date: 28-09-2020

Dhanaboyena Navya  
Plot no.35, Road no.7,  
Om Himapuri colony,  
Near KBR conventlon,  
Mansoorabad, LB Nagar,  
Hyderabad, Telangana-500068

**APPOINTMENT LETTER**

Dear Dhanaboyena Navya,

This has reference to your application and subsequent discussions you had with us, we are pleased to appoint you in the position of **Associate Admisslon Counselor** in our organization on the following terms and conditions.

**1. Date of Commencement**

Your employment with the company will be effective from **28-09-2020**.

**2. Location / Transferability**

Your initial place of posting will be at Hyderabad, Telangana. However, the Management may place you on any assignment or transfer to any Unit/Department/ Location/ Associate concern of the Company as it may consider necessary in its absolute discretion from time to time, subject to the provision that your remuneration and other facilities will not be adversely affected. As the company/ Subsidiaries/Associate concerns are involved in a regional business or overseas operations, in the performance of such duties you shall be required to travel from time to time and render your services at any given time when assigned.

**3. Remuneration**

Your Annual Cost to Company will be **Rs.3,20,000/- (Rupees Three Lakhs Twenty Thousand Only per annum)**. Please refer Annexure for detailed break up of aforesaid mentioned remuneration.

**4. Reporting Relationship**

You will report to **Deepak Sharma, GM - Inside sales** or his nominee or any other person nominated by the management for all your day to day operations and work with other Heads of the Department for effective overall function.

**5. Probation**

You will be on probation for a period of **Three (3) months** from the date of joining the company. During and at the end of probation period you will be evaluated on your work performance, discipline and regularity by your reporting authority. In case your performance does not meet the job expectations, then company reserves right to extend your probation or terminate your services based on the severity. Your probationary period will be assumed to have been extended until such time as you receive your confirmation letter in writing. The duration for determining the period for confirmation of service/determining the annual increment shall be reckoned from the date of your joining duty.



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Welcome to the family

**Dhanaboyena Navya**

Associate Admissions Counsellor  
Employee Code: 5800  
Blood Group: B+ve

