

Declaration Letter

A) Provident Fund Contribution

(Applicable to employees whose basic salary is above Rs. 15,000/- p. m)

I hereby declare that my basic salary being above Rs. 15,000/- p. m., I have an option for obtaining not obtaining Provident Fund Contribution, accordingly (Please select any one of the following options).

Option 1 : I would like to opt for PF Contribution

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Option 2 : I would not like to opt for PF Contribution

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Please note:

- If an employee's gross salary is equal to or less than Rs. 37500/-, PF deduction would be mandatory & accordingly only employee's contribution will be deducted from his/ her salary
- However if an employee's gross salary is more than Rs. 37500/- then PF deduction is optional and depends on the employee whether opt or not for the same.
- In this case, the employee's contribution will be deducted from the employee's salary @12% of basic earnings and employer's contribution will be reduced from his total CTC.

Signed: _____

Name in Block Capitals: _____

Location: _____ Campus: _____ Date: _____

Employee Referral Form

We value your judgment. Please refer the names of your colleagues or friends whom you would like to refer for a placement at Varsity Education Pvt Ltd.

Designation	
Current Department/ Role	
Organization Name	
Residence Tel No.	
Office Tel No.	
Email id	
You would like to recommend for the role of	

Name	
Designation	
Current Department/ Role	
Organization Name	
Residence Tel No.	
Office Tel No.	
Email id	
You would like to recommend for the role of	