

Sr. No. 102/5/0175

Date 01/01/2019

To
Ms. Amandeep Kaur
D/O Raj Kumar
H.No. 6718, Mohalla New Guru Teg Bahadur Nagar
Nakodar, Jalandhar

SUBJECT:-APPOINTMENT FOR THE POST OF SENIOR DATA ANALYST

Dear Amandeep,

We welcome you to **The Institute of Digital Learning** and are pleased to confirm your appointment for the position of "Senior Data Analyst" under the following terms and conditions:

Date of Joining: You are being appointed as **Senior Data Analyst** at **The Institute of Digital Learning** with effect from 01st January 2019.

Place/Transfer: Your initial posting will be at **The Institute of Digital Learning (Jalandhar)**.

Hours of Work: Your appointment is on a Full time basis i.e. 9 hours and you have to report before 10 Minutes of your working hours. You are entitled to one week off it can be any day of the week as per the schedule of the centre.

Salary: Your Annual Total Employment Cost would be **Rs. 1,80,000/-** (Rupees one lac eighty thousand only) Your salary will be paid on the 10th of every month.

Probation/Confirmation: Your appointment is under the contract of a minimum one-year duration. You cannot join any other organization for one year from the date of joining. In case of joining for any Govt. or Public sector job, you can resign by giving 1 month prior notice.

Special Clause: You cannot enter into any kind of partnership, proprietorship or shareholding with any of the rivals of The Institute of Digital Learning (which lies within 3 Km of the IDL branch) during your contract period and even after 6 months of the expiry of your contract.

Best of Luck.....

Yours Faithfully

The Institute of Digital Learning



Ms. Khushmeet Kaur
(HR Manager)

Sr. No. IDL/8/0175

Date 18/10/2023

TO WHOM IT MAY CONCERN

This is to certify that **Ms. Amandeep Kaur D/O Raj Kumar** having D.O.B 26/08/1994 is an employee at “**The Institute of Digital Learning**” as a **Senior Data Analyst** from **01st January 2019 to TILL DATE** and providing her continuous services.

She was assigned the task of managing master data, including creation, updates, and deletion, as well as managing users and user roles. She provides quality assurance of imported data, working with quality assurance analysts if necessary. She was diligently carrying out her duties with full dedication. She possess team spirit skill and maintains a good relationship with her colleagues. We wish her good luck in her career and hope she achieves new heights.

The Institute of Digital Learning

Khushmeet Kaur
Ms. Khushmeet Kaur
(HR Manager)



Sr. No. IDL/S/0175

Date. 10/10/2023

Salary Certificate

Employee Name: **Ms. Amandeep Kaur**

Designation: **Senior Data Analyst**

Salary Statement of **Ms. Amandeep Kaur** for last 6 Months

Date	Salary paid (Rs.)
10-05-2023	15,000/-
10-06-2023	15,000/-
10-07-2023	15,000/-
10-08-2023	15,000/-
11-09-2023	15,000/-
10-10-2023	15,000/-

Khushmeet Kaur
Ms. Khushmeet Kaur
(HR Manager)

