

Sr.S.C. 7236

Date 05 07 2021

To, Mr. Taranveer Singh Village Dhadhogal Tehsil Dhuri, Sangrur

## **Subject: Appointment Letter**

Dear Taranveer,

We welcome you to **Search India.co** are pleased to confirm your appointment for the position of "**Computer Operator**". The following terms and conditions of the job —

- 1. Job Title/Designation: Computer Operator.
- 2. Job Location: Chandigarh.
- 3. Commencement of Employment: Your employment with us will be effective from 5<sup>th</sup> July 2021.
- 4. **Employee Salary & Compensation:** Your salary will Rs. 15,000/- per month. The total Cost to Company CTC will be Rs. 1,80,000 per annum. You will receive a variable amount which will be strictly based on your performance. Once your probation period will be over, you will become eligible for leave as per the company policy.
- 5. Working Hours/Days: Your appointment is on a Full time basis i.e. 9 hours from Monday to Saturday.

We congratulate you on your appointment at Search India.co and wish you a long career with us. We are looking forward to having a fruitful collaboration with you for organizational development as well as for your professional growth.

All the best SEARCH INDIA.CO

Authorized Signatory

Ms. Tamanna uthorised Signatory

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(HR Manager)



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Date. 24 01 2024

## **TO WHOM IT MAY CONCERN**

This is to certify that Mr. Taranveer Singh S/O Mr. Sulakhan Singh having D.O.B 06/08/2002 is an employee at "Search India.co" as a "Computer Operator" from 5<sup>th</sup> July 2021 to Till date and providing his continuous services.

He has been assigns task to setting up computers and other hardware devices. He maintained processes by error detection and stoppage communications observation, and procedure correction of peripheral devices. This includes ensuring that all systems are running smoothly and efficiency. He is diligently carrying his duties with full dedication. He possess the team spirit skill and maintains good relationship with his colleagues achieves new heights' We wish him luck for his career and hope he achieves new heights.

Search India.Co

For Searchindia.com

Ms. Tamannauthorised Signatory

(HR Manager)



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Date 24/01/2024

## **Salary Certificate**

**Employee Name** 

Mr. Taranveer Singh

Designation

**Computer Operator** 

Salary Statement of Mr. Taranveer Singh for last 6 Months

Date	Salary paid (Rs.)	12
10-08-2023	15,000/-	
11-09-2023	15,000/-	
10-10-2023	15,000/-	
10-11-2023	15,000/-	
11-12-2023	15,000/-	
10-01-2024	15,000/-	

For Sparchindia.com

Ms. Tamanna Authorised Signatory

(HR Manager)