

Ref No. 13461/RD/MOG

Dated 25/05/2023

## Appointment Letter

Dear Kiranpreet Kaur D/o Harbans Singh

### **Sub:- Letter of Appointment for Software Developer**

With reference to the discussion we had with you, we are pleased to appoint you as **Software Developer** under the following terms and conditions:

- **Commencement Date**

You will commence duties on 1<sup>st</sup> June 2023.

- **Salary and Benefits**

Your Gross Salary is 16000/- (Sixteen Thousand Only) per month.

- **Place of work**

Your initial employment location will be our I Tech Education City Nihal Singh Wala (MOGA) PB.

- **Working Hours**

Your working hours will be eight hours daily.

- **Job Assignment/Reporting**

In your assignment, you will be responsible for the duties of, as more particularly Laid out in the job description for this position. You will report directly to the Director of the Institution.

**Authorized Signatory**

Karamjeet Singh (Director)



Ref No. 14575/RD/MOG

Dated 18-08-2023

### TO WHOM IT MAY CONCERN

This is to certify that **Kiranpreet Kaur D/o Harbans Singh** (VPO Takhtupura Distt Moga, Punjab, India 142055) is working as a **Software Developer** since **01<sup>st</sup> June 2023 to till now**. Duty time is 9 A.M to 5 P.M excluding public holiday from Monday to Saturday.

#### **Job Responsibilities:-**

- Work with developers to design algorithms and flowcharts
- Produce clean, efficient code based on specifications
- Integrate software components and third-party programs
- Verify and deploy programs and systems
- Troubleshoot, debug and upgrade existing software
- Gather and evaluate user feedback
- Recommend and execute improvements
- Create technical documentation for reference and reporting

During Her period her behavior is found satisfactory. She demonstrated as a diligent and truthful person. Her leadership skills are outstanding and very helpful and highly appraised by our staff.

If you need more information you can contact with us. We wish every success in her future life.

**Authorized Signatory**  
Karamjeet Singh (Director)





## I TECH EDUCATION

Baghapurana Road City Nihal Singh Wala Distt Moga PB 142055

### SALARY SLIP

Employee Name : Kiranpreet Kaur D/o Harbans Singh

Designation : Software Developer

Month: July

Year: 2023

| Earnings       |         | Deductions      |         |
|----------------|---------|-----------------|---------|
| Basic & DA     | 16000/- | Provident Fund  | 0.00    |
| HRA            | 0.00    | E.S.I.          | 0.00    |
| Conveyance     | 0.00    | Leave           | 0.00    |
|                |         | Profession Tax  | -       |
|                |         | TDS/ITR         | -       |
| Total Addition |         | Total Deduction | 0.00    |
|                | 16000/- | NET SALARY      | 16000/- |

Payment: Sixteen Thousand Only

Payment Mode: By Cash

Date: 07/08/2023

Signature of the Employee

Authority Signature



# I TECH EDUCATION

Baghapurana Road City Nihal Singh Wala Distt Moga PB 142055

## SALARY SLIP

Employee Name : Kiranpreet Kaur D/o Harbans Singh

Designation : Software Developer

Month: June

Year: 2023

| Earnings       |         | Deductions      |         |
|----------------|---------|-----------------|---------|
| Basic & DA     | 16000/- | Provident Fund  | 0.00    |
| HRA            | 0.00    | E.S.I.          | 0.00    |
| Conveyance     | 0.00    | Leave           | 0.00    |
|                |         | Profession Tax  | -       |
|                |         | TDS/ITR         | -       |
| Total Addition |         | Total Deduction | 0.00    |
|                |         | NET SALARY      | 16000/- |

Payment: Sixteen Thousand Only

Payment Mode: By Cash

Date: 04/07/2023

Signature of the Employee

