



BODMAS EDUCATION SERVICES PVT. LTD.

Z-169, Ground Floor, Sector 12, Noida, UP – 201301

Offer Letter

Name:

Dated – _____

Email Id:

Contact No:

Dear _____,

We are pleased to offer you the position of **PHP Full Stack Web Developer** at **Bodmas Education Services Pvt. Ltd.** After thoroughly reviewing your qualifications and skills, we are confident that your expertise will make a valuable contribution to our organization.

Roles and Responsibilities

- Design and implement user interfaces using HTML, CSS, and JavaScript.
- Manage server-side logic and databases with programming languages like PHP, Python.
- Ensure fast loading times and smooth user experiences by optimizing website performance.
- Apply security measures to protect websites from vulnerabilities and attacks.
- Conduct thorough testing to identify and fix bugs, ensuring functionality across different browsers and devices.
- Collaborate closely with designers, project managers, and other developers for cohesive project development.
- Stay updated on the latest web technologies, trends, and best practices to enhance skills.
- Document code and processes for future reference and team collaboration.
- Understand requirements and provide ongoing support and maintenance.

Remuneration

Your annual **Salary** will be _____ **INR**. Your total **monthly salary** will be _____ **INR**. In your role, you will report directly to **Mr. Ashok Kumar** and provide support to the **Bodmas Digital Team** in their various responsibilities. Your work will involve assisting with tasks assigned to you and actively contributing to the team's efforts in executing **Digital Marketing Campaigns**.

Probation Period

The duration of your **six-month probation** will be from _____ to _____. Upon successful completion of the probation period, you will receive a **confirmation letter**. The probation period may be extended by **one to two months** based on the timely completion of assigned tasks. Please note that the company reserves the right to **terminate your employment without notice** during the probation period in case of unsatisfactory performance. Upon successful completion of your probation period, you will receive a Confirmation Letter. Additionally, you will be entitled to paid leave, a bonus, and a gratuity.

Leave

Employees are entitled to take **Sick leave** and **Exam leave**. However, during the probation period, paid leave will not be provided. In cases of urgent or unforeseen work demands, employees may be required

to work on Sundays. Should this situation arise, employees will be compensated with **additional pay** for their time and effort beyond the regular work schedule.

Continuous Evaluation

At **Bodmas Education Services**, continuous evaluation is an integral part of our approach to fostering employee development and ensuring high standards of performance. During your probation period, the following key components will guide your evaluation:

- **Performance Reviews:** Regular performance reviews will be conducted to assess your overall effectiveness in meeting assigned tasks and responsibilities. This includes evaluating adherence to deadlines, and alignment with project goals.
- **Feedback Mechanisms:** You will receive constructive feedback from your supervisor, Mr. Ashok Kumar, as well as from team members, to help identify areas for improvement and reinforce strengths.
- **Goal Setting:** Clear performance goals will be established at the beginning of your probation. Your progress towards these goals will be monitored and discussed in scheduled check-in meetings.
- **Continues learning:** Monthly written and oral assessments will be conducted to evaluate your progress in learning. Your performance in these evaluations will serve as a basis for consideration regarding your **promotion and salary increment**.

Documents:-

At the time of joining, you are requested to submit copies of the following documents (as applicable):

1. **Certificates supporting your educational qualifications** along with mark sheets (10th, 12th, Graduation, Post Graduation, and Course Certifications).
2. **Latest salary slips** from your last employer and a salary certificate.
3. **Relieving letter** from your last employer.
4. **Experience Certificates** from all previous employers.
5. **Updated resume.**
6. **Proof of age.**
7. **Proof of address.**
8. **Copy of PAN card.**

We are excited to welcome you to **Bodmas Education Services Pvt. Ltd.** and look forward to a fruitful association. Your skills and dedication will play an essential role in achieving our collective goals. Should you have any further questions or require clarification, please do not hesitate to contact us. We wish you all the best and look forward to working with you.

Sincerely,
Ashok Kumar
CEO

Bodmas Education Services Pvt. Ltd