

***Advance Microsoft Technology***

Thank you for your interest in Advance Microsoft Technology. This form is intended to enable you to record important points about yourself, your experience, your achievements and your plans for the future. Please complete the form in full and use additional sheets if necessary**.** When we meet you at the interview, the contents of this application will provide a base for our interaction.

It is my pleasure to extend the following offer of employment to you on behalf of Advance Microsoft Technology**,** further to the interview and discussions you have had with us.

You are appointed to the position of **PHP DEVELOPER** and in this capacity; you will report directly to HR Head, your starting monthly remuneration will be **Rs 60 K/A (For three month) after 3 month your salary will be 96 k to 1.44 L/A**as per the Company norms. You will be on a probation period of six months.

The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy. On joining the company you shall be on probation for Six months.

DOCUMENT TO BE BROUGHT AT THE TIME OF JOINING

The photocopies of the following certificates / documents should be submitted to the HR department at the time of joining. Please bring the originals along with the photocopies for the purpose of verification.

ID Address (Driving License / Pan Card / Voter Id Card)

4 Photograph (Passport Size)

Offer Letter (Previous Company)

Appointment Letter (Previous Company)

Salary Slip (Previous Company)

Qualification Certificate (10th, 12th, Graduation, PG & Diploma)

Copy of Offer Letter.

Security Deposit.

ACCEPTANCE

By signing and dating this letter below, **I** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept this job offer of \_\_\_/\_\_2014 by Advance Microsoft Technology

Signature \_\_\_\_\_\_\_\_\_\_\_ Date

**Company Rules**

1. An amount of 25 k-would be Deposit by the candidate. This amount has to be paid in favors of Advance Microsoft Technology by DD or Cash payable at Noida only.

2. This amount is refundable after six Months (Probation Period).

Note:

a. Before Leaving the Job employee have to give one month prior notice.

b. Before Leaving the Job all the company properties and documents have to submit by the employee at the time of leaving the job.

c. After joining employ has to work at least for six months in the company.

Thanks

Advance Microsoft Technology

Regards:-

Akhilesh singh (HR)

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