

Dear {name} ,

We are absolutely thrilled to offer you the position of {designation} at Paymaster Management Solutions Limited. Your expertise and enthusiasm align perfectly with what we are seeking, and we cannot wait to welcome you to our team.

Your journey with us begins on {joining\_date}. You will start with a six-month probationary period, during which you will become familiar with the company and your role.

Your total CTC package for this position will be Rupees {salary}/-, which includes a range of benefits, allowances, and perks as outlined in our company policy. A detailed CTC breakdown is provided in Annexure 1.

To formalise your acceptance, we kindly request your confirmation of this offer, either in writing or via email. We look forward to welcoming you to Paymaster Management Solutions Limited on {joining\_date}, at 10:00 AM, to begin this exciting journey.

Should you have any questions, concerns, or require further clarification regarding this offer or your role, please do not hesitate to reach out to us. Our goal is to ensure your transition is as smooth and enjoyable as possible.

Once again, welcome to the Paymaster Management Solutions Limited family! We are excited to embark on this journey together.

Sincerely,  
{employer\_name}  
Paymaster Management Solutions Limited

**Notable Terms and Conditions:**

**1. Probation Period:**

i) The employee will undergo a probationary period of six months.

ii) During the probation period, your salary will be Rs Rupees {salary}/-.

iii) The lock-in period for this position will be one year.

**2. Leave Policy:**

Two leaves per month are allotted: one sick leave and one casual leave.

Leaves are credited on a monthly basis and can be accumulated up to a maximum of 24 or as per policy.

**3. Working Hours:**

Regular working hours are from 09:00 AM to 7:00 PM, all days or as per company’s discretion of Week Offs policy

**4. Responsibilities**

1.Curriculum Development Oversight: Lead the design and refinement of a robust Collections curriculum, meticulously aligning course content with the latest standards and proficiency levels.

2. Pedagogical Leadership: Demonstrate instructional excellence by delivering dynamic and tailored Collections strategies, employing a diverse range of methodologies to optimise engagement and comprehension.

3. Comprehensive Assessment Management: Implement systematic assessment strategies to evaluate progress accurately, providing timely and constructive feedback to facilitate continuous improvement and the achievement of target scores.

4. Continual Professional Advancement: Pursue ongoing professional development opportunities to stay at the forefront of Collections and assessment methodologies, incorporating emerging trends and best practices into instructional delivery.

5. Collaborative Engagement: Foster a culture of collaboration within the team by actively participating in enhancement initiatives and offering mentorship and support to colleagues to ensure program cohesion and effectiveness.

6. Background Verification: This offer and your employment with Paymaster Management Solutions Limited are contingent upon satisfactory verification of a background check.

**Annexure I (Applicable After Probation)**

**TABLE :**

**SALARY STRUCTURE TO BE ATTACHED HERE**

**Annexure II**

**TABLE :**

1. Educational certificates and Mark Sheets: 10th Standard mark sheet or equivalent certificate, 12th Standard mark sheet or equivalent certificate, Graduation Standard mark sheet or equivalent certificate, Post-Graduation Standard mark sheet or equivalent certificate, Any other certification

2. Experience/Relieving letters of your previous employers

3. Last three months’ salary slip of your last employer

4. Aadhar Soft Copy

5. Permanent and Current residence proof (Voter Card, Driving license etc.)

6. Three passport size Photograph

7. Last three months bank statement

8. PAN Card

I, {name}, agree to the above terms and conditions and sign here under acceptance of the same.

**Candidate**’**s Signature**