



1stNov, 2021

To,
DebipriyaRoy
C/o Bijoy Bhawan, Sunity
RoadCoochbehar-736101

Dear Ms.Debipriya,

Congratulations!!

We are pleased to offer you the position of “**Aviation Faculty**” in our organization with effect from **11th Nov,2021** onfollowing terms& conditions:

- Your Offered remuneration is Rs.18,500/-Month.
 - You will be posted at Avlon Siksha Niketan, Coochbehar. However you are liable to travel to othercentre’s of Avlon i.e. Jalpaiguri, Coochbehar, Alipurduar and Kolkata. You are liable to take the classesof both COB andAPD colleges.
 - Your designation and/orwork assigned to you are subject to change to suit organizational requirements.
 - Office Timings: 9.45am to 6.00 pm (With a grace period of 15 Minutes i.e. upto 10.00 am) with a lunchbreakoffixed period of45 minutes.
 - WorkingDays:Monday to Saturday
- The detailed appointment letter will be issued to you within a week of your joining the Organization provided all the required documents have been submitted.

1. Government IDproof(AadharCard,VoterCardandPanCard),Onepassportsizemphoto
2. Educational Documents & Professional Course certificate if any.
3. Experience letters from previous company & Special achievement if any.

Offer is valid for the period of 3 days from the date mentioned at the top of the letter. Please confirm your acceptance at your earliest convenience.

Avlon spends significant amount of effort ensuring that its team is nurtured and maintains the highest ethical standards. Your experience and enthusiasm will be an asset to our organization. You are required to report to office by 11.00am to the HR Department on **11thNov,2021** and commence your employment with us. We welcome you to Avlon Shiksha Niketan’s family and look forward to a fruitful collaboration.

ThankingYou,
For Avlon Shiksha
NiketanHRDEPARTMENT

AUTHORIZEDSIGNATORY

AVLONSHIKSHANIKETAN

VivekanandaClubBuilding,2ndFloor,HarenMukherjeeRoad,Hakimpara,Siliguri-734001,DarjeelingP+91-9564940700|+91-7719360211|Eheadoperation@avlonsikshniketan.com

250/B,C.I.T.Road,2ndFloor,Kankurgachi,Scheme-VIM,Kolkata-700054P+91-9564940800|Ecm.kankurgachi@avlonsikshniketan.com

Eenquiry@avlonsikshniketan.com|W www.avlonsikshniketan.com