

Anusha Management Services Pvt. Ltd
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Page 1 of 2

Pre - Joining Offer & Formalities
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Name	
Designation	
Band Level	
Grade Level	
Date of Joining (Proposed)	
Initial Place of Posting	
Client Company	
Monthly Fixed Salary	

Necessary Documents Required

- | |
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| 1) You are required to Submit self certified your Qualification certificates, Birth certificate, Experience certificate & Five passport size coloured photographs within three days of joining. |
| 2) Your detailed appointment letter shall be issued after your joining. |
| 3) Your Salary shall not be processed till your necessary documents and photographs (pp size) are submitted by you. |
| 4) It shall be your responsibility to submit a certificate of your Total Earnings from your previous Employer for TDS Compliance. |
| 5) Copy of Pan Card |
| 6) It shall be your responsibility to get prior Approval of Management, in case, you plan for Enrollment towards Advanced studies. |
| 7) Accepted copy of Offer Letter |
| 8) Accepted copy of Appointment Letter |
| 9) Driving Licence(If any) |
| 10) Proof of Permanent and Correspondence Address. |

Declaration	
(To Be Signed by Applicant During Acceptance of Offer)	
<p>I hereby declare that I have been explained & Understood all the Terms& Condition of the Organization follow all the Terms &Condition mentioned in my Contract of Employment.</p> <p>I also ensure to be responsible towards my commitment and changes as Applicable from Time to Time.</p>	

Date :	Signature :	
Place :	Full Name :	
(Applicants Local/Correspondence Residence Address)	Applicants Contact No's	(Applicants Permanent Residence Address)
	1)	
	2)	
	3)	
For Official Purpose		

(To Be Signed by HR - During Closure of Offer)

Date :	Signature :	
Place :	Full Name :	
	Designation:	