

Subject: Jagran Offer |Ankur-Jr. Reporter-Noida
To: <ankurtripathi86347@gmail.com>
Cc: rashmisharma <rashmisharma@nda.jagran.com>, yoti sharma <yoti.sharma@nda.jagran.com>

Dear Mr. Arthur,

This has reference to your application and subsequent discussions you had with us we are pleased to offer you Jr. **Reporter** in Editorial Department of our Organization on terms and conditions as mutually agreed upon.

You are hereby required to submit the following documents at the time of Joining :-

- a. Photocopy of your Date of Birth Certificate,
 - b. Photocopy of your Educational Qualification Certificate,
 - c. Photocopy of your Experience Certificate,
 - d. Relieving letter of your previous employer,
 - e. Photocopy of Address proof,
 - f. Photocopy of your Identity Proof (PAN Card & Aadhar Card)
 - g. Four copies of passport size photographs and one copy stamp size photograph,

This offer shall be valid till 22nd August, 2021 and you would be expected to join us on or before 1st, Sept, 2021. You will be issued the formal Appointment letter at the time of your joining.

Kindly share your acknowledgement on the same.

Thanks & Regards

Parul Khanna

HR | Editorial

Jagran Prakashan Ltd.

2020-2021 Academic Year

For any HR Related Queries, ple. feel free to get in touch with me

----- Forwarded message -----

From: Shivendra Tripathi <shivendra.tripathi@nda.jagran.com>
Date: Sat, Apr 23, 2022, 13:46
Subject: Job Offer | Jagran Prakashan Ltd. - Noida
To: <chandravanshi772@gmail.com>
Cc: rashmisharma <rashmisharma@nda.jagran.com>, Manish Tiwari Ji Noida <manishtiwari@nda.jagran.com>

Dear Ms. Shivangi Chandravanshi,

This has reference to your application and subsequent discussions you had with us we are pleased to offer you the designation of **Sub Editor** in Editorial Department of our Organization on terms and conditions as mutually agreed upon.

You are hereby required to submit the photocopy of all following documents at the time of Joining and do carry your original documents with you for verification:-

- a. Photocopy of your Date of Birth Certificate,
- b. Photocopy of your Educational Qualification Certificate,
- c. Photocopy of your Experience Certificate,
- d. Relieving letter of your previous employer,
- e. Photocopy of Address proof (Aadhar card & PAN card) ,
- f. Health / Medical certificate,
- g. Four copies of passport size photographs and one copy stamp size photograph,

This offer shall be valid till **23rd April 2022** end of the day and you would be expected to join us on or before **23rd April 2022**. You will be issued the formal Appointment letter at the time of your joining.

Kindly share your acknowledgement on the same.

Regards

Shivendra Tripathi
8429020723

Hi Sir
I hereby accept the offer.

Regards
Nidhi Tiwari

On Sat, 26 Mar 2022, 13:45 Pranab Bera, <pranab@designpundit.in> wrote:

Dear ,

We are very pleased to offer you employment to join D.P Advertising Private Ltd. ("Design Pundit"). Your employment will commence on **1st Apr'2021**. Your designation will be "**SOCIAL MEDIA EXECUTIVE**" at the time of joining the Company, and your work location will be the offices of the Company at 208, IInd Floor, S.S Plaza, Sector-47, Gurgaon-122002.

Your salary will be **INR 3,00,000 per annum i.e. INR 25,000 per Month**. These payments are made to you as dictated by the Indian Tax Authorities and are subject to change if the India Tax law changes. Your eligibility for any benefits offered by the Company is subject in all cases to the terms and conditions, or rules, of the various plans as amended from time to time.

You are requested to submit following documents on this Email id: accounts@designpundit.in before the time of joining and need to produce originals as well for verification:

1. Educational Certificates – 10th /12th/Grad./PG – Self attested photocopies
2. Photo ID Proof – PAN/DL/Passport
3. Offer / Appointment Letter of Previous Organization
4. Relieving Letter
5. Address Proof (both Local & Permanent)
6. One passport size photograph
7. Salary Slip of last 3 months / Bank Statement.

Please acknowledge the above offer with the confirmation mail.

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Dear Saurav,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Content Writer** with us, based on mutually agreed terms and conditions. You will be based at **Noida Office**. You are requested to join on or before **03rd June'2022** or earlier.

Please do share the scan copy of the following certificates/testimonials at the time of joining

All in original, Photocopies to be submitted at the office(whichever applicable):

1. Four passport size photographs
2. High School certificate
3. Appointment & Relieving letter from last employer
4. Experience & Educational certificates (All mark sheets (10th to PG)), (All experience & relieving letters)
5. Residence proof (DL will not be accepted as residence proof)
6. PAN Card
7. Proof of Last Drawn Salary (Last Pay Slip)
8. Medical fitness certificate by a registered/certified doctor & blood group.
9. Bank Account Details (with IFSC Code – cancelled cheque leaf with name printed on it or copy of bank passbook with details- name, bank name, account number and IFSC code)

Your compensation details are given below:-

SALARY BREAK-UP			
	Monthly	Annual	
Monthly Benefits	Rs.	Rs.	
Basic	12,000	144,000	
HRA	6,000	72,000	
Special Allowance	5,170	62,040	
Total – (A)	23,170	278,040	
Annual Benefits:			
Employer PF	1,440	17,280	
Mediclaim Policy	380	4,560	