

Dear **Aaron Singh**,

We are pleased to offer you a job as a **Center Head** with NIIT FOUNDATION . We trust that your knowledge, skills and experience will be among our most valuable assets. We look forward to a mutually rewarding association.

Date of Joining - **05/07/2025**

Job Location - **NIIT Foundation - Jammu**

Reporting Time - **9:00 AM**

Reporting Manager - **Avishek Banerjee**

Department- **Operations - Skills & Livelihood**

Contact Person - **Khushi Verma**

HO Address - **NIIT Foundation, 8 Balaji Estate, Kalkaji, Delhi - 110019.**

<b>SALARY SHEET</b>		
<b>PARTICULARS</b>	<b>PROPOSED</b>	
	<b>MONTHLY</b>	<b>ANNUALLY</b>
BASIC	9960	119520
HRA	4980	59760
SPECIAL ALLOWANCE	6640	79680
CONVEYANCE ALLOWANCE	11620	139440
<b>GROSS</b>	<b>33200</b>	<b>398400</b>
PF	1800	21600
CTC	35000	420000
<b>DEDUCTIONS</b>		
PF	1800	21600
<b>TAKE HOME (Pre-Tax)</b>	<b>31400</b>	<b>376800</b>

**Your Take-home(Pre-Tax) per month will be Rs. 31400/-**

This offer letter is contingent upon submitting all your academic as well as other certificates.

Please send an acceptance email within 24 hours of the receipt of the offer and your resignation acceptance from the current employer.

NIIT Foundation also provides its employees the benefit to opt for Medical Insurance. The premium amount will be deducted from the salary every month. Details will be shared separately with you.

**All statutory deductions such as Professional Tax and Labour Welfare Fund, in addition to Provident**

Fund (PF) will be applicable as per the state regulations.

We at NIIT Foundation hope that you'll accept this job offer and look forward to welcoming you on board.

Also, below documents are required on the date of joining-

1. 10th + 12th - Mark sheet and passing certificate
2. Graduation and Post-graduation (if any) - All the mark sheets/Degree
3. Pan card copy / AADHAR CARD
4. Previous experience letters (last 3 employers)
5. 1 passport-sized photograph
6. Address Proof (Aadhaar card)
7. Bank Account detail

In case of any query, feel free to connect with us.

Thanks and Regards

HR Team