

To  
Ms.Blessy P Johnson  
Puthenpurakkal, Ericadu, Puthupally  
Po- Kottayam

01 November 2022

**SUB: Letter of Offer for Employment**

Dear Ms. Blessy P Johnson,

Pursuant to the interviews and discussion you had with us, we are pleased to offer you an employment with **SANTAMONICA STUDY ABROAD PVT LTD** at the Company office at Cochin, on the following terms and conditions.

Brief details of the terms and conditions of the offer of employment are as follows:

1. You will be designated as **Admission Officer** and will be posted at **Cochin office**. You may be posted at any vertical of Santamonica group of companies as deemed fit by the Company.
2. You will be on probation for a period of six months and your services will be made permanent based on overall performance and successful completion of the probation period.
3. The performance review will be done annually and will be solely based on the performance and adherence to company's service rules and regulations.
4. You are required to join and report on duty from **November 02, 2022**. Failure to join and/ or report at our office may lead to the cancellation of this offer. Your date of joining as mentioned in the Employment Agreement shall be reckoned as your date of commencement of employment with the Company for all statutory and compliance purposes.
5. Your Annual CTC shall be **Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only)**. You are requested to furnish the copies and originals of following documents on your day of joining. Originals shall be returned back after verification and copies will be kept for our company records.
  - i. Attested copy of Certificates (all from 10<sup>th</sup> to Highest)
  - ii. Relieving letter from previous employer
  - iii. Proof of compensation last drawn
  - iv. Two passport size photographs (Recent)
  - v. Two self-attested Identity Proofs.( Aadhar, PAN)
  - vi. Medical Fitness Certificate
6. During the term of your employment you will not represent, handle or otherwise undertake any other business or activity, it being clearly understood that you will devote your full working time exclusively to this Company's work and business. You will not carry on, without the prior

express permission of the Company obtained in writing, any business either alone or in partnership, nor be directly or indirectly employed or concerned with as principal, agent or otherwise in any business, trade or profession whatsoever. You shall abide by the code of conduct, decisions and other policies of the Company. You shall comply with the prevailing laws, rules and regulations of the laws of the land from time to time.

7. You hereby confirm that:

- (a) You are not subject to any agreement or restriction, which would restrict your employment with the Company.
- (b) You are required to sign the Employment Agreement, Confidentiality and Non-Competition Agreement on joining the Company.

8. Your conduct at all times should reflect observance of the national and local laws and the rules and regulations of the Company as from time to time in effect. In all dealings with the Company and its clients and their organizations, the highest standards of propriety and integrity will be expected from you.

9. You may kindly provide your signature as a mark of your acceptance of this offer.

We look forward to having you with us and offer you an interesting and rewarding career with our Company.

Yours sincerely,

For **SANTAMONICA STUDY ABROAD PVT LTD**



**Thanuja Nair**  
**Chief Executive Officer**

**Acceptance of Offer**

I ..... aged ..... years, D/o ..... residing at

.....,

do hereby agree, accept and confirm that I have read, understood and accept the Terms and Conditions of this Offer Letter. I hereby express my willingness to join duty on..... [date]

Name:

Signature :