



21st March, 2022

Dear Mr. Ankit Kumar Chaubey,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "CONTENT EDITOR" at our office situated at Ramoji Film City, Hyderabad. You will be under **PROBATION** for a period of One Year from the date of your joining and will be paid a Gross Salary of Rs. 321/- (Rupees Eighteen Thousand Eight Hundred Twenty One Only) Per Month.

This offer is subject to verification of antecedents and credentials.

If the above offer is acceptable, you are advised to join on **04th April 2022**, at 9:00AM at HR Department, SP-4 Building, 6th Floor, ETV Bharat, Ramoji Film City, Hyderabad, Phone: 040 - 67714072 failing which the said offer stands cancelled. The Letter of Employment - Probationary will be issued to you with all terms and conditions on joining.

During your probation period your services are liable to be terminated by either side, on giving 2 months notice or payment of 2 months salary in lieu of notice period.

You are required to bring the following documents when you report for duty:

- Photostat copies of all your certificates (along with originals for verification) in support of your qualification and experience.
- Relieving letter issued by the previous employer.
- Four colour passport size photographs with blue color background along with 2 postcard size photographs of you and your parents for ESI purpose.
- Physical fitness certificate in the enclosed format issued by any Registered Medical Practitioner.
- Photostat copy of any one of the identity proof like Ration card, Voter identity card, PAN Card or Driving License.
- Photostat copy of Aadhaar Card issued by Government of India.
- Photostat copy of personal bank account with original passbook.

Please acknowledge the receipt and confirm your date of joining.

We welcome you to join as a member of our organization.

With best wishes,

G RAJA SEKHAR
CHIEF MANAGER – HR

