

**OFFER LETTER**

Date: 24-05-2023

To,  
Miss. Selcea Savia D'costa  
Home address: Flat no. 103/1,  
A1/G1, Ambika Gardens,  
Indona, Davorlim, Salcete,  
Goa

Dear Selcea Savia D'costa

With reference to your application and subsequent interview with us, we are pleased to offer you the post of Trainee Faculty- Zoology in our organization. Your date of joining will be 25<sup>th</sup> May 2023. Your Annual Total Employment Cost to the company would be Rs.3,00,000 (Three Lakh Only).

The training will be conducted at Margao centre. During the training period, you will be required to be present at the centre for a shift of nine hours (as per the duties assigned). Your training tenure will be of one year after which it will be mandatory to work at Estellar Academy as a regular faculty for at least two academic sessions. As we are investing time and resources in training you, utmost sincerity, loyalty and discipline will be expected from you. You should not misuse / leak any confidential information.

Your posting will be at Margao Branch. This letter of offer is being sent in duplicate. Kindly sign the copy as a token of your acceptance of the offer and return us the same.

On the date of your joining, you may please bring along the following:

1. Copies of Educational Certificates
2. Copies of professional Certificates
3. Relieving certificate from the previous employer
4. Appointment letter of the previous employer and salary revision letters
5. Last pay slip received from the previous employer
6. 2 Passport Size photographs
7. An updated Curriculum Vitae

You will be required to report under the undersigned on 25<sup>th</sup> May 2023 at 10:00am.

Regards



**Yogendra Singh Sikarwar**  
Director  
Estellar Academy  
Email: diroffice@estellaracademy.ac.in  
Contact No: 7796657171

**Corporate Office :** 409, Ambrosia Corporate Park , EDC Complex , Patto Panjim

**Margao Centre :** Ground Floor & 3<sup>rd</sup> Floor, "THE COURT" , Near Arlem Junction, Fatorda , Margao – Goa

**Porvorim Centre :** Maratha Bhavan, Behind chodankar Nursing Home, Near Coqueiro Circle, Penhe France, Alto- Porvorim

**Vasco Centre :** Second Floor, Santa Pelagia Building, Vasco Da Gama