



PALANIKUMAR A &lt;konguartsdpo@gmail.com&gt;

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**Fwd: Appointment mail - reg**

1 message

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**MSW DEPARTMENT** <kongusocialwork@gmail.com>  
To: konguartsdpo@gmail.com

Fri, Jan 21, 2022 at 11:18 AM

Respected sir

Appointment order mail of G.Karthikraja during the academic year 2020 - 2021.

With regards

R.Vanathi

Assistant Professor

Department of Social Work

Dear **Mr, Kartickraja.G****CONGRATULATIONS. YOU HAVE BEEN SELECTED !!!**

"We are happy to bring into our Growing Family."

Greetings from The Chennai Silks, HO - Tiruppur

Regarding your interview with us dated 18/02/2021 hereby we confirmed that you have selected in **HR - Grievances Handling**

You have to cross a Six month training period from your date of joining and your designation will be a Trainee during the same.

**We would like you to join in the organization on 25/02/2021 or else this job confirmation will become null and void.**

The company shall be entitled to extend the period of your probation from time to time if we found your performance is not up to the level.

And also if your services are not found satisfactory the company shall have a right to terminate your services without assigning any reason thereof.

And if your performance is met the expected level of our objective, then your designation will change after 6 months after the training period.

During the period of your probation you will not be entitled to any other benefits, which may be available to the permanent employees of the company.

And few other benefits are exempted through the trainees also can avail or get it.

As per the discussion on 18/02/2021, your salary is finalized **Rs 12,000** per month as per our company norms.

You are instructed to adhere to the organization's rules and regulations.

At the time of joining you have to submit the below documents,

**1. Submit any one ORIGINAL certificate ( X Marksheet / XII Marksheet / Degree Certificate)**

**2. Reference Letter with Gazetted Officer (VAO/Doctor/Advocate) signature in their letter pad to us for generating your company ID card which is predominant on your Date of Joining.**

3. Educational Certificates (X, XII, Diploma - if any and College Certificates)

4. Experience Certificates,

5. Bank Account Statement for the salary proof

6. Aadhar Card ( with Date of birth as DD/MM/YYYY format is mandatory)

7. Bank Passbook front page copy with the clear visibility of Account Number, IFSC Code, and Branch details

8. Pan Card

9. Community Certificate Xerox

10. Passport Size photo.

**You will not be considered for joining without the mentioned documents.**

Kindly acknowledge this mail for a better consideration regarding your joining in our organization.

We wish you once again for your right way in our organization - Thank you.

**Note:**

1) Day to Day Work details Have to be updated and reporting to the corresponding Reporting Head and MD, sir; then only your Salary will be processed. IN Smart Sheet – Work Status Has to be Updated for Approval.

2). You have to be with complete formals.

3). Jeans, White Shirts, Black Shirts are not applicable inside the premises.

4). Always carry yourself with formal attire in clean shave and into clean hair cut.

5) Free Food & Accommodation is applicable for outstation candidates.

5).Notice Period: 1 Month (from the date of applying resignation Letter)

"If you have Passion, we got the Vision."

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Thanks & Regards,

John Britto P,

HR Dept.,

The Chennai Silks - HO,

74- C, New Market Street,

Near Old Bus Stand,

Tirupur.

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