



DR NARULA'S FAMILY HEALTHCARE CENTRE

(A Panchkarma Clinic)

N-26/A-3 Dilshad Garden, Delhi-110095

Ref. No.

Dated... 20/04/2020

Mrs. Chinnamma Bijo

Address: N-10, A/3, Dilshad Garden, Delhi-110095

Dear Chinnamma

On behalf of **DR NARULA'S FAMILY HEALTHCARE CENTRE** I am pleased to offer you the position of receptionist at **DR NARULA'S FAMILY HEALTHCARE CENTRE** with a start date of 20-April-2020. You are required to report to HR Department for your joining formalities.

Your total CTC will be Rs. 20000/- per month

Please ensure that you bring in the following documents on the first date of your joining:

1. Six passport size colored photographs
2. Photocopy of Photo ID and Address Proof (Aadhar Card/Pan Card)
3. Photocopy of education certificate
4. A proof of resignation/resignation letter/acceptance proof from previous employer.
5. Experience certificate (previous employers)
6. Salary slips photocopy/copy of appointment letter (of previous company)

During probation you are required to serve under notice period of minimum 15 days and after probation notice of minimum 30 days.

Please confirm your acceptance of this offer by signing and returning this letter by 20-April-2020.

Looking for a long time association with us and wishing you great success with **DR NARULA'S FAMILY HEALTHCARE CENTRE**

Your job description is as follows:

1. Provide Panchkarma therapies and help to run smoothly by supporting all of the activities at the hospital/clinic.
2. Perform daily Panchkarma therapies as scheduled
3. Preparing the therapy room with necessary equipments, oils, herbs, etc, performing the therapies as well as cleaning and setting up the room for next therapy.

Sincerely

Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
N-26/A-3 Dilshad Garden, Delhi-110095

DR NARULA'S FAMILY HEALTHCARE CENTRE

Chinnamma.
Candidate's Signature

Ref. No.....

Dated...30/10/2020

Ms. Pooja Sahni

Address: Pocket-L, 223-B, Dilshad Garden, Delhi-110095

Dear Pooja

On behalf of **DR NARULA'S FAMILY HEALTHCARE CENTRE** I am pleased to offer you the position of **receptionist at DR NARULA'S FAMILY HEALTHCARE CENTRE** with a start date of 30-october-2020. You are required to report to HR Department for your joining formalities.

Your total CTC will be Rs. 15000/- per month

Please ensure that you bring in the following documents on the first date of your joining:

1. Six passport size colored photographs
2. Photocopy of Photo ID and Address Proof (Aadhar Card/Pan Card)
3. Photocopy of education certificate
4. A proof of resignation/resignation letter/acceptance proof from previous employer.
5. Experience certificate (previous employers)
6. Salary slips photocopy/copy of appointment letter (of previous company)

During probation you are required to serve under notice period of minimum 15 days and after probation notice of minimum 30 days.

Please confirm your acceptance of this offer by signing and returning this letter by 30-october-2020.

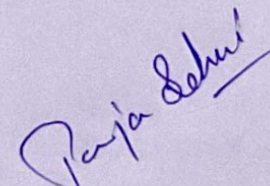
Looking for a long time association with us and wishing you great success with **DR NARULA'S FAMILY HEALTHCARE CENTRE**

Your job description is as follows:

1. Resolve patients queries
2. How to perform clinic information about facility
3. Proper guidelines share to the patient.

Sincerely


Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
DR NARULA'S FAMILY HEALTHCARE CENTRE
N-26/A-3, Dilshad Garden, Delhi-110095


Candidate's Signature

Ref. No.....

Dated...29/10/2020

Mr. Vikki

Address: H No.-703, Jhilmil, Delhi-110095

Dear Vikki

On behalf of **DR NARULA'S FAMILY HEALTHCARE CENTRE** I am pleased to offer you the position of **receptionist at DR NARULA'S FAMILY HEALTHCARE CENTRE** with a start date of 20-Nov-2020. You are required to report to HR Department for your joining formalities.

Your total CTC will be Rs. 10000/- per month

Please ensure that you bring in the following documents on the first date of your joining:

1. Six passport size colored photographs
2. Photocopy of Photo ID and Address Proof (Aadhar Card/Pan Card)
3. Photocopy of education certificate
4. A proof of resignation/resignation letter/acceptance proof from previous employer.
5. Experience certificate (previous employers)
6. Salary slips photocopy/copy of appointment letter (of previous company)

During probation you are required to serve under notice period of minimum 15 days and after probation notice of minimum 30 days.

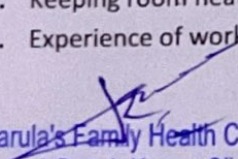
Please confirm your acceptance of this offer by signing and returning this letter by 20-Nov-2020.

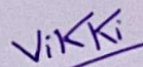
Looking for a long time association with us and wishing you great success with **DR NARULA'S FAMILY HEALTHCARE CENTRE**

Your job description is as follows:

1. Help patient by supporting hygiene and daily needs.
2. Keeping room neat and clean after therapy
3. Experience of working on an autoclave and fumigation machine or similar.

Sincerely


Dr. Narula's Family Health Care Centre
A Panch Karma Clinic
N-26/A-3, Dilshad Garden, Delhi-110095
DR NARULA'S FAMILY HEALTHCARE CENTRE


Candidate's Signature

Ref. No.....

Dated.....03/10/2020

Ms. Mercy Kumari

Address: B-12, Anand Giam, Tahirpur

Dear Mercy

On behalf of **DR NARULA'S FAMILY HEALTHCARE CENTRE** I am pleased to offer you the position of **receptionist at DR NARULA'S FAMILY HEALTHCARE CENTRE** with a start date of 03-Dec-2020. You are required to report to HR Department for your joining formalities.

Your total CTC will be Rs. 15000/- per month

Please ensure that you bring in the following documents on the first date of your joining:

1. Six passport size colored photographs
2. Photocopy of Photo ID and Address Proof (Aadhar Card/Pan Card)
3. Photocopy of education certificate
4. A proof of resignation/resignation letter/acceptance proof from previous employer.
5. Experience certificate (previous employers)
6. Salary slips photocopy/copy of appointment letter (of previous company)

During probation you are required to serve under notice period of minimum 15 days and after probation notice of minimum 30 days.

Please confirm your acceptance of this offer by signing and returning this letter by 03-Dec-2020.

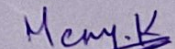
Looking for a long time association with us and wishing you great success with **DR NARULA'S FAMILY HEALTHCARE CENTRE**

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Sincerely


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Candidate's Signature