

Appointment as a Personal Secretary

Ref. No.....

Date :.....

To,

.....
.....

Madam,

Re : Appointment for the Post of Personal Secretary to

With reference to your application dated..... and interview dated..... you had with us, we are pleased to appoint you as Personal Secretary to the, subject to the following terms and conditions with effect from :-

1. Initially you will draw the following salary and other allowances.

i. Basic Pay	Rs.
ii. H.R.A.	Rs.
iii. D.A.	Rs.
iv. Other Allowance if any	Rs.

2. You are placed on probation for a period of months with effect from the date of your joining in our Organisation. The probation period of months may be extended for a further period or terminated at any time without giving any notice or notice pay in lieu thereof depending on your work performance. Unless and until your probation is declared satisfactorily, you will continue in the probation.

3. You are not entitled for any kind of leave except casual leave which will be given at the rate of one day for every completed month of service, during the period of probation.

4. You are supposed to attend the following duties :-

(i) To Co-ordinate between the and various departments.

(ii) To follow up on day to day work

(iii) To make a note of daily incoming mail, to send them to relevant departments and to attend telephone calls

(iv) To hold charge of complete filing system in the secretariat of the

(v) To put up important correspondence for the perusal of the, Directors, Chief Executive and Manager (Administration).

5. You should not divulge any information relating to the company to any outsider which you will come to know during the course of your employment with us.

We welcome you to our organization and hope your association with us will prove to be of mutual benefit.

For.....Co.,

DIRECTOR/MANAGER/AUTHORISED/
COMPETENT PERSON