

Sr. No	Student Name	Placement/Progression to HE	Name of the Employer/ HE Institution	Pay Package/ Program
12	Gund Pankaj Pandurang	Placement	Tata Communications Transformations Services Ltd Pune (Maharashtra.)	1.6 LPA

Corporate & Registered Office: 612/613, Palm Spring Centre
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 **PROMPT PERSONNEL**
PRIVATE LIMITED

Date: 08/04/2022

To,
Pankaj Gund

Subject: Offer Letters

Dear Pankaj Gund,

We have pleasure in informing you that you have been selected as **Associate Engineer** at our Client Place **Tata Communications Transformations Services Ltd Pune (Maharashtra.)** Salary Offered to you is **Rs 13358/-CTC** per Month. Your Salary Structure shall be as per Annexure A.

You should join duty on **11-04-2022** at **Tata Communications Transformations Services Ltd**. Please note that if you fail to join on this date without prior intimation, the management reserves the right to cancel this offer letter.

This employment is purely contract base with starting from **11-04-2022**, for next **one year**, your contract will be ended on **10-04-2023**, and the same can be extended further based on tata com business requirement.

Based on company requirement a background Verification Check will be carried out within the first month from joining. Depending upon the result of the Background Verification Check your services with **Tata Communications Transformations Services Ltd**. Will continue. If the Background Verification Check result is found "Negative", your services will be terminated with immediate effect. You will be paid the salary for the days you have worked, but no notice period will be offered.


Your employment may be terminated by the company either by giving **30 days** of written notice or 30 days basic salary in lieu of notices without assigning any reason whatsoever. Similarly you may also terminate the service by giving 30 days written notice or by depositing or adjusting your **30 days** basic salary in lieu of notice. Other all Term & conditions of employment will be mentioned in Your Appointment letter.

We expect you to contribute towards the long-term growth of the company.

Following Documents will be required Before your Joining date

1. Resume copy
2. Four latest passport size photographs.
3. I.D Proof (Driving License or Passport or Election ID)
4. Residence proof (Ration Card or Sale/Lease Agreement Copy or Passport or Driving License)
5. Copies of Educational Certificates.
6. Copy of previous Employment Certificates i.e. (Work Experience letter or Relieving letter, Salary Slip if any)
7. Cancelled Cheque of your savings bank account.
8. Pan Card & Aadhaar Card (Mandatory)
9. Joining Kit Forms (Prompt Joining Form)

For, **PROMPT PERSONNEL PVT LTD.**



Authorized Signatory