

Appointment Letter

25 Aug 2021

Kumbhar Manasi Shekhar

Baramati Maharashtra

Dear Manasi,

Reference to your application or suitable opportunity with us and subsequent discussions held with you, we are pleased to inform you that you are being appointed as “**Trainee Analysis**” in our Company at **Pune**. Your work location for this assignment will be **Pune** branch w.e.f. **20 Aug 2021**.

1. EMPLOYMENT:

You are being appointed Upon completion of your probation period of Six Months, your performance will be reviewed and based on the review your employment may be further renewed and /or continue in the Company. The final decision shall be discretion of with the Management of the Company.

2. SALARY:

You will be entitled for gross monthly salary of **Rs 25,000** /-. Professional Tax will be deducted from your salary every month. The management reserves the right to restructure or change your remuneration at any time at its sole discretion; in such as case your existing gross salary would be protected.

3. LEAVE:

During your employment you will be entitled to leave benefits subject to the existing rules and regulations of the company or client and the same will be communicated to you from time to time the rules and regulations of the Company may be amended from time to time as per the requirement of the client or company.

4. WORKING HOURS:

You have to work Six days per week. You will abide by the shift timings and other regulatory procedure in force at Company

5. SCOPE OF ACTIVITIES:

Since our Company is undertaking jobs in various Establishments on Contract basis, your services can be transferred, from one Establishment to another anywhere in India, where our Company has been awarded the Contract or may be awarded Contracts in future at client’s locations or company’s own offices, establishments or points of presence as per the business needs and the same shall be at the sole discretion of the company. Scope of work assigned to you will be communicated to you separately subject to amendments from time to time and as and when required. Any objection from your side to any change in the scope of work may be construed as your unwillingness. The scope of the activities to be performed by you at different locations of our client’s shall be reviewed from time to time.

6. TRANSFER:

Initially you will be placed at **Pune** as mentioned above. However, your venue and place for working may change from time to time, as well as will be transferable to any department, branch offices or any establishments of the company or its Affiliates, Subsidiaries, Sister Concerns, Group Companies...etc., or of its client anywhere in the India, at any point in time during the tenure of your employment.

7. REFERENCE CHECK:

This appointment is subject to Reference check verification, at the sole discretion of the company and/or its clients. At any time, during the course of your employment, if your Reference check is found to be unsatisfactory, your services shall be terminated with immediate effect.

8. SPECIALISED TRAINING:

As per job requirement, you may be nominated for training programs under any professional, subject matter expert / specialist or institution to be conducted anywhere in the India to improve your skills and abilities.





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Please return the duly signed a copy of this letter the duplicate as a token of your acceptance of the offer and terms and conditions mentioned herein.

We welcome you to our organization with best wishes for a successful career with us.

Yours Faithfully,

For CONVICTION HR Pvt Ltd

For CONVICTION HR PVT. LTD.

Director

AUTHORISED SIGNATORY

