

OFFER LETTER

Ref: SVC/HR/OL/78

Date: 24th Sep 2022

Dear Ninad,

We are pleased to offer you employment with our esteemed organisation based on the interview you had with us.

Details of the terms and conditions of the offer are as under:

1. You will be designated as "Jr.Engineer - Validation"
2. Your date of joining will be on or before 6th October 2022
3. Your Cost To Company will be Rs.2,04,000/- p.a. (Two Lakh Four Thousand Only per annum)
4. Company is offering you **Commitment Bonus** of Rs.2000/- per month (included in CTC) which will be payable after 36 months. This amount will become payable in next financial year after completion of 36 months which will be paid quarterly. This amount will be right off in case of separation or termination before 36 months.
5. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
6. You will be on probation for a period of Twelve months from the date of joining which would be extended or shortened as per your performance.
7. You will be operating from our Pune location or as per indications by the Sales Manager and requirements.

You will report to the "Asst.Manager - Validation Services" or to whom may otherwise be indicated while performing the duties.

8. Your roles and responsibilities would be shared with you during the week of your joining.
9. Please submit before / bring along the below listed documents / details on your day of joining:

1. Education documents (SSC, HSC Mark sheets, Graduation certificates/any other certificates)
2. Proof of Date of Birth (Birth certificate/School Leaving certificate/Domicile certificate)
3. Address proof (Passport copy/Ration card copy/Driving license)
4. PAN Card
5. Aadhar Card
6. Two Photographs
7. Previous work Experience letters (experience Letter/Service certificates of previous employers)
8. Relieving letter/Acceptance of Resignation letter (from last employer)