

03/11/2023

Tarshana Omkar Sunesh

A/P (ALGAON) KP.

Jalgaon

Maharashtra

IN - 413102

OFFER OF APPOINTMENT**Dear Mr. Omkar,**

This is with reference to the application and subsequent interview you had with us for the position of **"Executive - Application Development Lab"**.

We are happy to offer you a position as **"Executive - Application Development Lab"**, "Band - 4", "Grade - 4C", at Sutarwadi on the terms and conditions as reduced to writing along with details of salary structure payable to you.

1. Please join the services of the company on or before 05/11/2023.

2. You will be reporting to Sushir Wadgaonkar, Manager - Application Development Lab.

3. Your annual CTC will be Rs. **315,000.00** (Refer Annexure 1 for details.)

4. Formal Appointment Order will be issued to you on joining our Organization.

5. Our offer letter is contingent upon, among others, your passing medical fitness requirements & the background verification check process as mandated by the organization. Failure to pass either of the requirement will render the offer null and void. "Your offer is based on the information given by you in your application and at the time of the interview. If any time such information is found to be incorrect, then your services will be terminated forthwith without payment of any salary and allowances or notice in lieu of it without prejudice however to other remedies, available in law.

6. Please sign the duplicate copy of this letter in token of your accepting our offer and return it to us.

7. At the time of joining with us, you are requested to bring following Documents:

- a) Relieving letter and Certificate of service from your present employer.
- b) Photocopies of certificates of degrees/diplomas that you possess for filing their copies as your personal file with us.
- c) Three copy of recent Passport size and three copy of Stamp size photograph.
- d) Copy of last three months' pay slips.

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e) Copy of PAN, Aadhar & Passport (if available)

8. At the time of joining with us, you will confirm that you are not barred from taking employment.

Thank you.

Yours truly,

**Shivalka Padi****Head - People Practices**