

OFFER LETTER

Ref. : SVC/HR/OL/77

Date : 24th Sep 2022

Dear Manasi,

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)

11. Latest Salary Slip (from last employer)
12. Your Existing Bank Account passbook front page xerox.

You are expected to carry the original certificates for verification by our Human Resources Department. For any clarification /help you may contact the Human Resources Department.

Request you to acknowledge the same by reverting back within 2 working days on receipt of this letter and confirm your joining date. Failing to do so this offer letter stands automatically cancelled and withdrawn.

We take this opportunity to welcome you into our organization and wish you a fruitful career with us.

Your Sincerely,

For Shree Venkateshwara Controls

Girish Deshpande
Managing Director