



Ref: HR/HO/OL/2021

19.02.2021

Mr. Subham Pandit Bade

**Offer Letter**

Dear Mr. Bade,

This has with reference to your interview & subsequent discussions. We are pleased to offer you the position of **“Assistant Manager-Quality Assurance”** with our company on the following terms and conditions:

**Joining date:** Your date of joining shall not be later than **08.03.2021**. You will be required to submit the documents as per list mentioned below. If you fail to report on the above cited date, this offer letter stands automatically canceled without giving any intimation.

**Place of Posting:** Your current posting will be based at **“Unit I- Siyana”**.

**Salary:** Your annual gross salary shall be **Rs. 4,80,000/- (Rupees Four Lakhs Eighty Thousand Only)** is a discussed and agreed upon by you. However, the details will be provided upon your joining to our Company, and shall be subject to statutory deductions as per rules governed by Govt. of India.

**Reporting:** You shall be functionally reporting to the **Plant Head** or the person nominated by him.

**Validity :** Your appointment shall commence only subject to the submission of authenticated credentials & police verification and failure to do, this offer letter stands cancelled automatically.

**Probation:** You will be on probation for 6 month post from the date of your joining to the organization. In case your performance is not found to be satisfactory then the services may be terminated without giving any notice or it may be extended.

**Confirmation:** Upon successful completion of probation period your performance will be evaluated by the Management and you services will automatically be deemed confirmed post 6 months unless notice given in writing on the unsatisfactory performance.

**Separation:** This appointment is terminable either by the company or by you without any notice during the probation period & thereafter by giving one month notice or payment of salary in lieu thereof, without assigning any reasons. For the purpose of notice period the payment of salary shall mean consolidated basic salary plus applicable HRA plus conveyance allowance plus special allowance along with other salary components, if any.



**Conflict of Interest:** During the course of employment with the company, you will not be permitted to engage in any other employment, any other business or undertakings or other business activity other than as an employee of this company.

**Retirement:** You shall automatically retire from the services of the Company on your completed the age of 58 Years or earlier if found medically unfit/unsound for the job assigned to you at the discretion of the management of the Company. The age or date of birth as given by you in your Bio-Data supported with the proof of certificate or record available with us.

**Transfer:** The Group reserves the right to transfer you to any of our companies' locations, at salaries, terms and conditions comparable to this one, vis-à-vis the place of posting.

**Confidentiality:** You shall maintain full confidentiality of all matters relating to the business affairs of the company and its branch offices.

**Code of Conduct:** You shall abide by the Company's Rules and Regulations during the course of your employment with the company and shall govern by the Company Policies that exist or amended from time to time.

This offer has been made considering your suitability for the job offered, which has been determined on the basis of information, testimonials etc. given by you. If before or after your joining the duties it is found that you have given any wrong information or have concealed or withheld any vital information, your services shall be terminated without any notice in addition to any other actions which the Company may taken against you under law.

**Kindly sign and return a copy of this letter as a token of acceptance of the terms and conditions specified as above.**

Thanking you,

(Y. S. Rathore)  
AVP – HRD & Admin



You are hereby advised to bring the following documents at the time of your joining for the purpose of maintenance of personal records/file.

**List of Documents: (Original And 2 set of photocopies)**

- All Educational certificates
- Residence Address proof (Permanent & Current) & ID Proof
- Copy of Pan Card and Adhaar Card ( DOB should be in DD/MM/YY format)
- Permanent Driving License
- Experience Certificates of immediate last employer
- Resignation copy, Relieving Letter / Clearance Certificate
- Salary Proof, Bank Account Statement in which last 6 months salaries credited.
- 3 copies of Photographs
- Medical Fitness Certificate from MBBS Doctor
- Cancel cheque or Passbook Copy.
- Self-Police Verification.
- 2 Reference names, details of relationship, mobile number & contact details

**I have read and understood the above Terms & Conditions/ Offer governing my services/employment with the organization and the same are acceptable to me.**

***Accepted***

Date:

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(Signature)/Name