

Ref: SP/HR/030853/2022

07/02/2022

Ms. BHAWNA AGGARWAL
D/O. SH. VINOD KUMAR
H.No.- B 136, Malerna Road,
Near Pappu Dairy, Adarsh Nagar,
Ballabgarh, Faridabad,
Haryana- 121004

APPOINTMENT LETTER

With reference to your application and subsequent interview, the management is pleased to appoint you as **CST** in **MD OFFICE** with effect from **07/02/2022** on the following terms & conditions:

1. You will be paid a salary of Rs. 10300/- as Basic, Rs. 188/- as HRA, Rs. 858/- as Ag. Bonus. Making a total of Rs. 11346/- Gross per month.
2. You will be on probation for six months, which is extendable up to twelve months in stretches of three months each. In case no confirmation letter is issued to you within 7 days of the expiry of the initial period of six months and or extended period of three months, it will be deemed that your period of probation has been automatically extended for a further period of three months.
3. During the period of probation your services can be terminated without assigning any reason or giving any notice or compensation in lieu thereof. However, after confirmation in the service, if either party wants to terminate the employment, it can be done so by giving 15 days notice or pay in lieu thereof. The management will be within its right to withhold your earned wages or other dues in lieu of notice of 15 days, if you fail to give such notice before severance.
4. Your services can be transferred from one job to another, one shift to another, one department to another or from one branch to another throughout Indian Union territory whether existing at present or to be set up in future.
5. You will be retired from the services of the company on attaining the age of 58 Years.
6. In case you are found absent up to 8 consecutive days continuously without any lawful permission or authorization. It shall be deemed by the management that you have abandoned the job of your own accord, so your name would be dropped from the muster roll.

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7. In case you are found suffering from any infectious disease or protracted illness and remain absent or irregularly attend the factory for a period of 6 months or more your services shall be terminated.
8. During the course of your service in this organization you will not engage yourself in any trade, business or profession without the written permission of the management and you will devote your full attention to safeguard the interest of the management.
9. You will strictly abide by all the rules, regulations or certified standing orders of the company as are made applicable or enforced in the company from time to time and you will abide by the lawful orders of your supervisors.
10. You will receive all the letters or communications of the management given to you by handover by post and in case you refuse the same, it will be posted and displayed on the main noticeboard. Thereafter, it will be deemed that you have received the same.
11. You shall inform any change in your postal address as may take place from time to time within 2 days of the change. otherwise all communications will be addressed to you on the address informed and written in records, shall be deemed to be sufficient for service.
12. Your appointment is subject to your being medically and physically fit for the post. You have been appointed to you may be discharged/transferred/degraded or otherwise Dealt with if you are found unfit for the post hold by you due to any medical reason.

This appointment is further subject to condition that in case any information or particulars supplied by you in your application form are found incorrect, your services will be terminated as "Discharge Simplior" on account of loss of confidence.

For and on behalf of

SKYPACK INDIA PVT. LTD.



MANAGING DIRECTOR

I have read and understood the above terms and conditions.

I accept all of them without any reservation

