

TAJ COMPUTER SOLUTIONS PVT. LTD.

Appointment Letter

To

Date: 07/05/2018

PAWAN KUMAR SINGH

Dear **Mr. Pawan,**

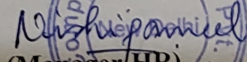
You have been working in our Technical Department for the past six months and have successfully completed your trial period.

We are pleased to inform you that you have been confirmed as **IT Technician** in our organization w.e.f 7th May 2018, the terms and conditions of your appointment would be as under:

- (A) You would be entitled to a gross monthly salary of **Fourteen thousand rupees**.
- (B) You would be eligible for a paid leave of **Fourteen days** as annual leave, **ten days** as Medical/Sick leave and **three days** in case of Emergency.
- (C) You can be transferred to any part of the country or even abroad for the sake of executing your responsibilities.
- (D) During your employment, you would not leak any piece of information related to the company or any outsider what so ever.
- (E) You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.
- (F) Your services can be terminated if you disobey the rules & Code of conduct. Similarly, you can also leave the company, after giving prior notice for a month and would be entitled for the salary till the last day of your presence in the firm.

Thanking You

For TAJ Computer Solutions Pvt Ltd


(Manager-HR)

6 Apr 2024, 3:02 pm

NEW DELHI - 110044

TAJ COMPUTER SOLUTIONS PVT. LTD.

May 31, 2019

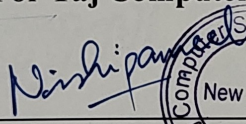
To Whomsoever It May Concern

This is to certify that **Mr. Pawan Kumar Singh** was associated with Taj Computer Solutions Pvt Ltd from 11th Nov'2017 to 31st May'2019. At the time of relieving, his designation was **IT Technician**.

We wish him success in future endeavors.

Best wishes

For Taj Computer Solutions Pvt Ltd.




(HR Manager)

TAJ COMPUTER SOLUTIONS PVT. LTD.

Letter of Offer for Employment

Date: 7/11/2017

To,
Pawan Kumar Singh
Sec 22, Noida-201301

Dear **Mr. Pawan Kumar Singh**,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Technician** and invite you to join "TAJ COMPUTER SOLUTIONS PVT LTD".

Your Cost to the Company (CTC) would be **INR 10500 (Ten thousand five hundred rupees)** per month.

Your employment with us will be governed by the Terms & Conditions as per company policies as applicable from time to time.

On joining the company, you shall be on probation for **six** months. You will abide by the rules and regulations of the company as may be in force from time to time.

We expect you to join on **7th Nov 2017** in line with discussion with you, beyond which the offer would stand withdrawn automatically.

On the date of your joining, you may please bring along the following:

1. Proof of age & Address
2. Copies of Educational Certificates
3. Recent Photograph

The Company looks for a long-term association with all its employees and expect the same from you.

Again, Congratulations and Welcome to the "TAJ COMPUTER SOLUTIONS PVT.LTD".

For TAJ COMPUTER SOLUTIONS PVT LTD


(HR Manager)

