

ASHAJYOT MERCANTILE PVT. LTD.

Adm. Office :- 3rd Floor, Manu Mansion,
16, Shahid Bhagatsingh Road, Fort,
Mumbai - 400 001.
Phone : 022 - 2266 5933 / 2266 3443
E-mail : info@srtex.in

Date: 2nd May 2024

Mrs. Pratiksha Doshi
Sion Mumbai
Aadhar Card No. 807341041215

Dear Pratiksha

We are pleased to offer you a position with Ashajyot Mercantile Pvt. Ltd. My hope is that your joining Ashajyot Mercantile Pvt Ltd will be a major part of the fulfillment of your goals.

This offer letter outlines the general information regarding your initial responsibilities. Compensation and benefits. It is important that you have a thorough understanding of the vision, mission, values and business objectives at Ashajyot Mercantile Pvt Ltd

JOB TITLE

Your Job Title will be Tender Executive. This challenging position will provide continuous opportunity in terms of leadership and professional growth as we continue to build Ashajyot Mercantile Pvt Ltd according to our business plan.

RESPONSIBILITIES

Your Initial Job Responsible will be as follows:-

- Researching about new tenders
- Applying for selected tenders and following up
- Maintaining files of ongoing projects
- Drafting of letters, correspondence, emails
- Searching and calling prospective clients for sale of machinery
- Preparing, managing and organizing various bills, vouchers, files
- Handling travel arrangements
- Various other admin duties

COMPENSATION / PAY STRUCTURE

Your monthly compensation will be **Rs. 32,000** (fixed) paid monthly. Bonus of Rs 16,000 will be paid after completion of 6 month and after 12 months with the Company. Additional incentive may be given based on performance which will be at the sole discretion of the Management.

No further amount is applicable. The candidate has confirmed that she does not have any PF / ESIC number. Any deduction of TDS / any other government or statutory dues will be deducted from the above compensation.

PROBATION

You will be on probation for a period of six (6) months from the date of joining. During such period of probation your services may be terminated upon 15 days notice or pay in lieu thereof by the Company at its sole discretion without assigning any reason. However in case of misconduct or non-compliance of any company policies on your part, your services may be terminated forthwith without any notice period by the Company.



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AMOUNT OF VACATION

From start date to 1st year anniversary - 1 month (including Saturday and Sunday).

During the time on probation, any leave taken will be adjusted against the salary. Vacation will accrue from joining date but will be allowed to be set off only after end of probation.

In case the vacation days are not completely utilized, the candidate may get leave encashment of the same.

START DATE

Your Start date is the date you report on the site for work. This offer letter is valid only if you report to office at Fort, Mumbai by **3rd May 2024**.

SEVERABILITY

Your services are terminable by Ashajyot Mercantile Pvt Ltd with 30 days' notice period or salary in lieu thereof for the reason other than cause of permanent physical disability. Likewise you agree to provide not less than 30 days' notice should you resign from Ashajyot Mercantile Pvt Ltd. In the event of your resignation, Ashajyot Mercantile Pvt Ltd shall have the option to waive the notice period partly or fully without paying you any salary or compensation for the notice period so waived.

This offer is subject to accepting the offer letter within 2 days from the date hereof.

Ashajyot Mercantile Pvt Ltd wishes you all the best.

Sincerely,

For Ashajyot Mercantile Pvt Ltd

Ashajyot Mercantile Pvt. Ltd.

Director



Acceptance Signature:

Candidate Name: Pratiksha Doshi

Date: 04/05/2024