

**H****HRD-SEPLE**

career@seple.in

[Hide details](#)To:  sp8900749221@gmail.comCc: **R** Rup Singh

Date: March 18, 2023, 12:57 PM

**Mr. Soumen Pramanik**  
S/o –Satyanarayan Pramanik

Contact: +91-8918285065  
E-mail:- [sp8900749221@gmail.com](mailto:sp8900749221@gmail.com)

**Sub:-Offer cum Appointment Letter**

**Dear Mr. Soumen Pramanik,**

With reference to your application and the subsequent interview we had with you; we are pleased to offer you the position of "**Junior BMS Operator**" in our organization **Security Engineers Pvt. Ltd.** based in Kolkata, West Bengal with effect from **20th March 2023**.

**Your job location will be at Kolkata.**

Please find below the terms and conditions of your employment, should you accept this offer letter:

**PROBATION PERIOD**

In the first instance, you will be on probation for a period of **six months** from the date of your joining. Where after the probation period may be either extended at the discretion of the management or maybe dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed to be employed on probation.

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## **POSITION**

Your position will be "**Junior BMS Operator**" and you may be posted/transferred to any of the Offices/ Projects/ Divisions/ Units of the Company existing or to be set at any other location in India. Any addition, deduction, or modification of your job responsibilities may be done as per the requirement of the organization and future aspects. This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

## **REMUNERATION**

Your per month Gross Salary will be **Rupees Thirteen Thousand Eight hundred Eighteen only**, which will be payable in accordance with the Company's standard payroll schedule. This salary will be subject to adjustment pursuant to the Company's employee compensation policies in effect from time to time.

## **DISCONTINUATION OF SERVICE**

After joining, your services are liable to discontinuation at **Two Months' Notice (in working conditions)** on resignation or forfeit two month's salary. In case you are incapacitated by reasons of illness, accident, or any other cause and cannot perform your duties, the Company may at its option grant leave for a reasonable time on full pay or half pay or without pay or terminate your services.

Your services can be discontinued without notice or salary at the discretion of the Management if it is found that the particulars supplied by you, either in the application form or at the time of your interview or any other time during the tenure of your services, are false or you have willfully suppressed any material information to the company or in case you have violated the Model Standing Rules in force or lost confidence of the Management.

That during the course of your employment, **you will not apply or seek** employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to a breach of trust on your part.

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That on cessation of your employment with us, you will be under **an obligation not to join**, for a period of **Twelve Months**, to any competitor or any other company of the same trade of business, unless permitted by the management.

#### **INTERPRETATION, AMENDMENT, AND ENFORCEMENT**

This letter agreement supersedes and replaces any prior agreements, representations, or understandings (whether written, oral, implied, or otherwise) between you and the Company and constitutes the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

Kindly produce the following **self-attested** documents within **07 days** of your joining:

1. Xerox copy of PAN Card, Voter ID Card, Passport, Aadhaar Card, and Driving License.
2. Xerox copy of the front page of Bank passbook or Cancelled Cheque; where clearly mentioning your Name, Account Number, IFSC code.
3. Three Colour Passport Size Photographs.
4. One Colour Postcard Size Family Photographs.
5. Xerox copy of all Mark Sheets & Certificates [10th Standard, 12th Standard, Graduation, Post-Graduation, etc.]
6. Xerox copy of Offer Letter/ Appointment Letter from the previous employer.
7. Experience Certificate/ Release Letter/ No Objection Certificate from your previous employer.
8. Xerox copy of Salary details from the previous employer.
9. Residential Reference Letter. It should be from any of the following:

School/ College/ University/ Government Employee/ Municipality/  
Tilikas/ Panchayats/ Previous employer

10. Medical Fitness Certificate from Registered Doctor

If you are agreed with all the content of this letter including the Terms & Conditions mentioned in this letter; please provide your signature with date as a token of your acceptance in each page of this duplicate copy of your Offer cum Appointment Letter.

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If you are agreed with all the content of this letter including the Terms & Conditions mentioned in this letter; please provide your signature with date as a token of your acceptance in each page of this duplicate copy of your Offer cum Appointment Letter.

Upon receiving your acceptance on this letter, **Security Engineers Pvt. Ltd.** will provide you with the necessary paperwork and instructions.

We welcome you to **SEPL Pariwar** and wish you all the success.

Thanks & Regards,

**Avijit Sadhukhan**

**HRD**

**Security Engineers Private Limited**

109/5A, Hazra Road, Kalighat,  
Kolkata - 700026

**Mob.: 8167676817/9831273401**

**Email: [career@seple.in](mailto:career@seple.in)**



**SOUMEN PRAMANIK**

Accepted.

**PAYSLIP FOR THE MONTH OF JULY 2023**

SECURITY ENGINEERS PVT. LTD.

109/5A, HAZRA ROAD, KOLKATA - 700 026

Code	Name of Employee			PAN No.			
	<b>Soumen Pramanik</b>						
P.F. A/c. No.	101932249120			E.S.I.C. No.	4118920525		
Attendance	Gross Earning			Earning for the month	Total Deductions		
No. of working Days	31	Basic H.R.A. C.C.A.	13662.00	Basic H.R.A. C.C.A.	13662.00	P.F.	1639.44
			1343.00		1343.00	E.S.I.C.	119.59
			0.00		0.00	P.T	130.00
		Conveyance Allow.	0.00		0.00	TDS	0.00
No. of Days Worked	30	Others Allowance BONUS	0.00	Others Allowance BONUS	0.00	Advance	0.00
			940.00		940.00	Other Ded.	0.00
<b>TOTAL</b>			<b>15945.00</b>	<b>Gross Earnings</b>	<b>15945.00</b>	<b>Tot.Ded.</b>	<b>1889.03</b>

Paid by

Rs. 14056

RUPEES FORTEEN THOUSAND FIFTY SIX ONLY

