

**EMP NAME :- Avijit Pradhan**  
**EMP ID :- RDX1040**  
**DESIGNATION :- Desk Recruiter**  
**LOCATION :- Bangalore**

**OFFER CUM APPOINTMENT LETTER**

Further to your application and subsequent discussion for employment with us, we are pleased to appoint you as effective **08-Feb-24** on the following terms & conditions.

**1. POSTING**

- We would like you to join the services on immediate basis and your initial posting will be at **Bangalore**

**2. DUTIES**

- You shall devote your time, attention and ability towards company and shall perform such duties and exercise assigned to you from time to time by the management. You shall also comply with orders, directions, and regulations as laid by the management.
- Your Services are liable to be transferred/ deputed part or whole time to any company, section, subsidiary or associated concern.
- You will comply with all the instructions, guidelines or policies, processes or practices of the client on health, safety and security which may be in force from time to time during the tenure of your employment.
- You are required to be flexible and to undertake all duties associated with your role. You are also expected to undertake reasonable alternative duties in addition to, or instead of your normal duties. The Management decision in this regard would stand final and abiding.

**3. CONFIDENTIAL INFORMATION**

- Any information you obtain from time to time regarding processes, methods, client information, business practice, etc., should be treated as being of the utmost confidential.

**4. SERVICE RULES, DISCIPLINE and GRIEVANCES**

- During your employment with us, you will not be associated yourself with such activities, as in the opinion of the Management will be harmful or detrimental to the interest of the company.
- You will abide the rules and regulations, which are in force and also by any additions and/or the amendments that may be brought into force thereto and rule governing business conduct and secrecy as decided from time to time by the Management. It is understood that this employment is being offered to you on the basis of particulars submitted by you in Application of Employment. However, if any time it should emerge that the details provided by you are false/ incorrect, or if any material or relevant information has been suppressed or concealed, this appointment will be considered ineffective and irregular and would be liable to be terminated immediately without notice after giving you an opportunity, in accordance with the disciplinary action against you for the same.

- Nothing contained herein constitutes a guarantee of employment. Your performance shall be subject to the appraisal by the company. Company reserve theright to terminate your employment on grounds of performance not being up to expected standards.

**5. PERIOD OF SERVICES and NOTICE PERIOD PAY.**

- Your Appointment will be valid for a period of **08-Feb-24**, during which period of deployment can be terminated by either side by giving **7 days'** notice or **7 days'** pay in lieu thereof at company direction.
- In case of notice pay take over, the same will be recovered if you leave the company before completion of the notice period.
- You will be paid pro rata daily wages only for the days that you report for work. You will not be entitled to any wages for the days that you have not worked, whatsoever the reason be including but not limited to Government restrictions/ civil / social disturbance.

You are bound to abide by and adhere to the policies, rules, and regulations enforced by the Company from time to time including but not limited to Code of Conduct, Discipline, Business Ethics and Contract of employment. Such policies, rules and regulations may be subjected to alternation and amendment from time to time at the sole discretion of the Company and you shall be covered under them.

Please note that upon your acceptance of this offer, this appointment letter shall supersede all prior, oral or written agreements, commitments, understanding or communications either formally or informally, in regards to the subject matter.

Any variations of the above terms and conditions will not be valid until expressly made in writing by the company.

Thanking You,  
Yours Faithfully,



**DECLARATION**

I have been explained/ read/understood/ the above terms & conditions and agree to abide by them.

***Signature***

ANNEXURE 'A'		
SALARY BREAKUP –		
S.No.	DESCRIPTION	Rs. Per Month
1	BASIC & DA	21000
2	HRA	1800
3	CONVEYANCE	0
4	OTHER ALLOWANCE	
5	GROSS SALARY	22800
6	ER PF 1 CONTRIBUTION @13%	1950
7	EMPLOYER LWF	0
8	INSURANCE	165
9	TOTAL CTC	24915
10	VARIABLE PAY	-
11	TOTAL CTC	24915
12	LESS PF@12%	1800
13	EMPLOYEE LWF	0
14	PT	0
15	NET TAKE HOME SALARY	21000
16	LAPTOP ALLOWANCE	1,500



Note : Any Clarification Reach :- WhatsApp: +91 9606022359 Email: [customercare@peel-works.com](mailto:customercare@peel-works.com)