



SWAMINA INTERNATIONAL PRIVATE LIMITED

(An ISO 9001 : 2008 Certified Organization)

"Kripa Bhawan", Plot : Y-20, Block-EP, Sector-V, Salt Lake Electronics Complex, Kolkata - 700 091.

Tel. : (033) 2357 5308 / 4000 / 1482 (MD), Telefax : (033) 2357 7518

Web : swaminainternational.com, E-mail : swaminainternational@gmail.com, swaminatax@gmail.com

OFFER LETTER

Date: 17th September 2023

Dear **Mr. RAJIB DAS**,

Subsequent to the face to face interview you had with us, we are pleased to offer you the position of **HR/ ADMIN.**

Your Date of Joining will be **17th September 2023.**

Your Monthly salary will be **Rs. 32,000/- (Thirty two thousand only).**

1. You shall be under the probation period for 3 months from the date of joining. During the probation period, if you choose to resign or terminate your employment with us you must serve a notice for 30 days failing which you will be required to reimburse the training cost spent on you.
2. The company reserves the right to terminate you at any point without notice if found in violation of any of the company polices.
3. Request you to bring along the below mentioned documents at the time of joining.
 - Passport size Photograph (5copies)
 - Copy of PAN card
 - Photo ID proof
 - Copy of Education certificates [SSLC/HSC/Graduation/post-Graduation/Diploma/etc.]
 - Address Proof (Voting Card/Driving License/Passport/Ration Card/Rent Agreement)
 - Copy of 3 months Bank Statement and Salary slip from the previous Employer

Please sign the duplicate copy of this letter as a token of acceptance of the same.

As a HR/MANAGER You Role primarily will be

1. Developing and implementing HR strategies and initiatives as per the business strategies.
2. Bridge the Relation between management and employee by addressing the demands, grievances, and other issue.
3. Managing the recruitment and the selection processes; Supporting The current and future business.
4. Developing and monitoring an overall HR systems strategy, tactics and procedures;
5. Maintaining the pay plan and also the benefits program
6. Apply and monitor the training program, reporting to the management and provide decision support through decision support through HR metrics.

We look forward to a long and fruitful association with you.

For, Swamina International Pvt. Ltd.,



Name: Sohon Lal Sahoo

Designation: Managing Director