



PERSONAL & CONFIDENTIAL

Date: 20/Jan/2020

OFFER OF EMPLOYMENT

Dear Amol,

This is with reference to your interview(s) dated **06-January-2020** for the position of the "**Business Development Associate**". We are pleased to inform you that you have been selected for the position stated above. Your initial place of posting will be at **Moradabad**.

Your annual CTC will be **2, 50, 000 INR (Two Lakh Fifty Thousand Rupees only)** as detailed in ANNEXURE - A. Please bring the original along with a photocopy of the following documents at the time of joining:

- Educational Certificates (X, XII, Graduation, Post-Graduation)
- Four recent passport size photographs
- Photo ID Proof (Acceptable Documents: Passport/Voter ID/Driving License/PAN Card)
- Current/last Employer's offer/appointment letter
- Relieving Letters (of all previous employments)
- Pay slips and & Salary Account Statement of your current/last employment for the last three months

Failure to submit any or all of the above documents will result in an immediate termination of this offer.

Your employment with Triveni Almirah will be governed by Triveni Almirah's policies, as modified, from time to time and at Triveni Almirah's sole discretion, upon notice to you. Annexure B provides a subset of the Triveni Almirah's policies that will govern your employment with us.

You shall initially be on probation for a period of one eighty days (180). Only on successful completion of your probation and review thereof, you will be provided with a confirmation letter by the HR Department of Triveni Almirah.

You shall join the services of Triveni Almirah on or before **03/Feb/2020**. If you choose to accept this offer, please provide us with your confirmation of acceptance. Offer stands canceled in case of non-acceptance, any deviations in the information/documents provided by you, or if you fail to report on or before the **03/Feb/2020** without the prior approval of Triveni Almirah Management.

We look forward to welcoming you to the Triveni Almirah team.

Yours' Sincerely,

Accepted,

Signature
Sidharth Jain
Manager - India HR)

Signature
Amol Sharma

Triveni Almirah India Pvt.
Plot-100, Sector-67, Noida,
Uttar Pradesh 201301

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly