



NS Matrix Private Limited
952, Aggarwal Metro Heights, Netaji Subhash Place,
New Delhi - 110034

Date: 21.02.2020

Dear Shruti Sachdeva,

Subject: Offer Letter

With reference to your application and subsequent interview, we are pleased to offer you the position of **Management Trainee** in NS Matrix Private Limited. (herein after referred to as the "Company").

Your initial place of posting will be in New Delhi. Your services are liable to be transferred anywhere in India, in any office of the Company within India.

Your CTC will be 2,50,000 LPA.

Your appointment and the validity of this Letter is subject to the authenticity of the documents i.e., application, resume, testimonials, references, previous employment details (if applicable) and any other information furnished by you. Any adverse finding at a later stage would entitle the Company to terminate you forthwith and without any notice and/ or compensation in lieu thereof.

T&Cs

- 1) Management can terminate any candidature during training/first 30 days of activation for any breach of rules, indiscipline and lackluster.
- 2) If a candidate resigns/absconds before the date of first salary, he/she won't be liable for any settlement amount in FnF.
- 3) After 1st salary, the candidate will receive the subsequent salaries on 5th of every month.
- 4) If your performance is not found satisfactory according to targets and KRAs mentioned in WFH module, you will not be liable for full pay.


**Registrar
Invertis University
Bareilly**


**Director Corporate Relations
Invertis University
Bareilly**



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As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Address Proof.
- Clearance from previous employer
- Identification Proof PAN Card/Driving License/Voter ID/Passport Copy)
- NDA
- Confidentiality of information Document
- Discipline Policy

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead

Sincerely,
HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely.

Accepted
Sincerely,
Shruti Sachdeva

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