



Subject: Offer Letter

Date: 21st December, 2021

**To,
Mr. Manisha Sharma
Invertis University, Bareilly**

Dear Manisha,

We are pleased to appoint you as a GET in our organization on the following terms and conditions:

1. You will be getting stipend of Rs. 20,000/- for 6 months training period and post that your annual CTC would be INR 4,00,000.
2. You are required to join on 4th January, 2022 unless the date is extended by us and communicated to you in writing.
3. You will be based at our Sitarganj Factory in Uttarakhand. You should be prepared to work anywhere in India or abroad without claiming any extra remuneration for such transfers. The Company reserves the right to transfer you to any office, department or establishment forming a part of our Company or any establishment wherever our company will be having interest.
4. In case of further clarifications, please communicate with the HR department, and quote the reference as above.
5. Without prejudice, please note that company reserves the right to withdraw this offer made to you, before receipt of your acceptance of the same, without providing any reasons to you.
6. If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such a case, your services with the company will be liable to termination.

We welcome you to Balaji Action Buildwell- Action Tesa, and look forward to a long and mutually beneficial association.

For Balaji Action Buildwell- Action Tesa

**Authorized Signatory
(Megha Thakur)
Manager – Human Resources**


**Registrar
Invertis University
Bareilly**


**Director Corporate Relations
Invertis University
Bareilly**



Annexure

CHECK LIST OF DOCUMENTS

At the time of joining, you are requested to submit the copies of the following documents:

1. Bank Guarantee documents.
2. Certificates supporting your educational and professional qualifications along with marks sheets (10+12+ Graduation + Post Graduation + Course Certifications)
3. Three (3) Passport Size color photographs of a recent date.
4. Photo Copy of Pan Card.
5. Valid Passport, Aadhar Card and/or Election Commission Card.

DECLARATION

This is to certify that I have read and understood all the above terms and conditions mentioned in Annexure and I hereby accept and agree to abide by them. I will be reporting for duty on 4th January, 2022.

Date:

Signature: _____
(Manisha Sharma)


Director Corporate Relations
Invertis University
Bareilly


Registrar
Invertis University
Bareilly