



01-Jun-2022

Ref No: K/NSMX/000044

Dear MANJEET VYAS,

Congratulations! With great pleasure, NSMX would like to extend the following employment offer.

**Position: Associate, Survey Programmer**

**Tentative Start date: 11-Jul-2022**

**Actual Start Date:** Would be provided in Joining Letter

**Package/Salary:** 3,00,000 per annum.

We would like you to start work on 11-Jul-2022 at 14:00 IST. Please report to Mr. Sachin Khatri for documentation and orientation on 11-Jul-2022. This date of joining is subject to submission of entire joining documents mentioned in the attached list of documents.

- Please sign this letter and return it to us to indicate your acceptance of this offer.
- This Letter is only valid till Saturday, June 04, 2022

NSMX looks forward to bringing you on board!

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long and pleasant.

Sincerely,

Authorized Signatory

#####  
I accept the offer as outlined above.

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Temporary Address: \_\_\_\_\_  
\_\_\_\_\_

Personal Contact Number : \_\_\_\_\_

Personal Email Address : \_\_\_\_\_

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University

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This offer of employment with NSMX is subject to the successful verification of information provided by you. Therefore, we'll focus on wrapping up a few more essential formalities and provide joining letter only after successful screening and HR approval on the same.

It Includes:


1. **Submission** of self-attested applicable/relevant valid documents via email and please carry original documents on the day of joining. Failing to do so, may delay your joining or might result in cancellation of your joining letter.

- i) 2 Passport size photograph \*
- ii) PAN Card – 2 Photocopy (Self Attested) \*
- iii) E-Aadhaar Card – 2 Photocopy (Self Attested) \*
- iv) Cancel Cheque – 1 Original and 2 Photocopy (Self Attested) \*
- v) Voter ID / Passport – 1 Photocopy (Self Attested – If available)
  
- vi) Educational Documents – 1 Photocopy (Self Attested)
  - a) 10<sup>th</sup> Certificate and Marksheet
  - b) 12<sup>th</sup> Certificate and Marksheet
  - c) Graduation Certificate and Marksheet
  - d) Post-Graduation Certificate and Marksheet
  
- vii) Joining and Relieving Letters – (For Experience Candidate)
  - a) Last Organization – Joining and Relieving Letter – 1 Photocopy (Self Attested)
  - b) Last Organization – Last 3 months payslips
  - c) Last Organization – Last 6 months salary bank statement.
  - d) All Past Organization – Experience Letter, Relieving Letter & NOC – 1 Photocopy (Self Attested)

2. **Name should be same in all documents.**

- a. PAN Card \*
- b. Aadhaar Card \*
- c. Cancel Cheque \*

3. **Successful completion** of your [background check, drug screening, reference check, etc.] and aim to get you settled into your new role by [start date mentioned in your joining letter].

  
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**4. Respect Of Professional Ethics:**


- a. We respect each employer and before joining, we request you to complete your notice period, furnish appropriate handovers and return all company assets, material items belonging to the previous employer.
- b. We recommend, you should return all non-material items belonging to the previous employer as well. All Non-material items in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role with your previous employer.

**IMPORTANT:**

A notice of 90 days is required during the period of your employment with the NSMX and there is no buy out option/policy for employees on the same. In subsequent years either party may terminate the contract with a notice period of 90 days. Notice period is considered to start from the day of resignation acceptance email from NSMX HR. However, when situations warrant, as in the case of breach of policies, the company may decide to terminate the contract with immediate effect.

**Other Rules and Regulations**

During employment you are subjected to rules and regulations and policies of the NSMX has made applicable and revised at the company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up to date with such information from the company intranet/company manual. You will also be liable to face action from the company if you are found in violation of these.

  
Director Corporate Relations

  
Invertis University  
Bareilly