

Name: Mohd Azeem

Contact: 8755234033

Email: khanazeem0286@gmail.com

Letter of Intent

Dear Azeem,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you a **provisional offer for a career with Quality Austria Central Asia Pvt Ltd. Your initial assignment would be as a Inspector and you shall be reporting functionally to Abhinav Sharma** or any official designated by him.

1. As per company policy, the probation period applicable to you shall be 6 months
2. Your annual fixed compensation would be **144000/-** subject to statutory deductions and would be effective from the date of your joining the Company. However, the structure of your compensation plan may be altered/changed from time to time in line with the compensation policy and practices of the company.
3. On the date of joining, please bring the following original documents for verification along with one copy of each for submission:

Sr No	Documents	Remarks
1.	Educational Certificates (Class 10th, 12th, Graduation, Post-Graduation)	As applicable to you. Mark sheets of all semesters are required.
2.	PAN Card	In case you do not have PAN Card, apply for the same immediately and share acknowledgment.
3.	Aadhaar Card	The Provident Fund remittance is now linked through Aadhaar details hence it is mandatory to share your Aadhaar details on the Induction day.
		In case of non-availability of Aadhaar, you are requested to get yourself enrolled immediately and share your enrolment details on the Induction day. Access the below link and download the eAadhaar copy: https://eaadhaar.uidai.gov.in/
4.	Identification & Address proof (Driving Licence / Passport / Voter ID)	Required only if Aadhaar is not available/updated
5.	Previous Employment record (Appointment letter, Relieving letter/Experience certificate,last three	An appointment letter and relieving letter/ exuberance certificate of all the previous organizations are required. Salary slips are required only from previous organizations. Not applicable for

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	months' salary slip)	fresher.
6.	Provident fund membership number and UAN number of previous employment	This is mandatory if you were a member of PF in your previous organization
7.	Copy of canceled cheque of existing bank account	Only Individual Saving account, joint account or student account is not allowed

4. We are also attaching herewith the Joining Kit. Take a print of the attached joining forms. Fill & sign all the forms and carry the entire set of forms with you on the day of your joining, for submission. We are provisionally offering you the position on the following presumptions.
1. That the particulars furnished in your application and/or Bio-data are correct and you have not concealed or withheld some other relevant facts from
 2. That there will be no negative feedback from your references/previous employers/ associate
 3. That you will join your duties as per mutually discussed date of joining as mentioned hereunder

In case of failure on any of the above said fronts, your offer with the company shall stand withdrawn/terminated/canceled without any notice.

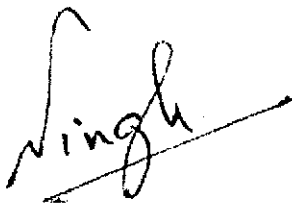
You are required to report for duty on or before **14-Apr-2022** at our Site office/Project of QACA.

After completion of your joining formalities in the office, you will be posted to the required location. You will be issued a formal letter of appointment on your joining duties & after receiving all above said required documents. (Check-list of above said documents is attached herewith. Please tick the documents you are submitting & handover it along with documents) you are requested to sign the duplicate copy of this letter, which is enclosed herewith as a token of your acceptance, and return the same to us.

We welcome you to QACA and look forward to a mutually beneficial association.

For,

Quality Austria Central Asia Pvt Ltd



Navneet Singh

Head - Human Resource

I hereby accept the above terms and conditions

Signature

Name

Date

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