

To,

Mr. SHUBHAM SHARMA
Bareilly – UP.
243001
Phone – 6397858730
E-Mail – shubham639785@gmail.com

Subject - Offer Letter

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to offer you a position of **Jr Engineer – Civil** in our Company on the following terms and conditions-

- 1. Designation – Jr. Engineer – Civil**
- 2. Joining on or Before – 10 MARCH 2023**
- 3. Remuneration - RS. 12,000.00 Per Month**
- 4. Food - At site mess or 150 Rs per Day Allowance.**
- 5. Accommodation - Bachelor Sharing Accommodation, Site Based by Company**
- 6. Site Conveyance - Company shall provide site conveyance or shall compensate as per company's max transport allowance.**

7. PROBATIONARY PERIOD

You will be on probation for a period of six months with effect from your date of joining. If your work, conduct and overall performance is satisfactory as per the assign duties, roles and responsibilities, your services shall be confirmed and you'll be considered as a permanent employee of our company. However if you are not given any letter on this score, it will deem that you have been confirmed in the services automatically. The Management also reserves the right to extend your probation period or terminate your services immediately in the event of your work, conduct and overall performance is not satisfactory as per the assign duties, roles and responsibilities. Management shall not be responsible of any reason whatsoever with your under performance on probation period of Six Months.

8. RENUNERATION INCREMENTS/INCREASES

Yearly Increments/increases will not be automatic, but will be dependent on

- (a) the financial results of the Company and
- (b) the performance of the individual.

9. MEDICAL EXAMINATION

Your appointment and continuance in employment is subject to your being found and remaining medically (mentally and physically) fit by Company's Medical Officer. The management shall have absolute right to get you examined by any Registered Medical Practitioner of its choice OR a Civil / Certifying Surgeon as it thinks fit and proper and the report of the same shall be treated as final and binding upon you.

Registrar
Invertis University
Bareilly

[Signature]
Director Corporate Relations
Invertis University
Bareilly

10. TERMINATION OF SERVICES

The Management reserves the right to terminate this appointment subsequent to confirmation on giving you a notice of **one month** or on payment in lieu thereof. Similarly, you shall be at liberty to resign from the services after giving **one month** notice or on payment in lieu thereof. You are required to return any tools or equipment and technical papers of the company that may be with you during the discharge of your duties.

The Management reserves the right to terminate this appointment in the event of your failure to produce all the relevant documents/certificates and/or the information w.r.t. your Educational/Technical qualification(s), furnished by you are found to be false / fabricated.

The management reserves the right to terminate this appointment if you are found in any act against the company or its stake holders in any ways whatsoever.

11. HSSE & QA/QC STANDARDS

The company is engaged in construction activities at PAN India with highly hazardous industries in terms of execution of work. Company maintains a very high standards of HSSE & QA/QC in all its operations levels.

Company has its on HSSE & QA/QC plans and management system which is to be adhered word by word with any questions asked.

Any misconduct, negligence & noncompliance on Adhering and Maintaining company's HSSE & QA/QC standards you shall liable to receive warning letters and company will take serious administrative actions against you up to the limit of your service termination.

12. SECRECY

You will not disclose to anyone, by words of mouth or otherwise, particulars and details of manufacturing, technical know-how, security arrangements, administrative and other organisational activities which come to your knowledge in connection with acquisition of your training or otherwise during your stay with the company.

13. RULES AND REGULATIONS

- a) The Company expects you to work in Sections/ Departments in which you may be placed, with loyalty, diligence and high standard of initiative, efficiency and economy.
- b) You will be governed by the company's SOP, rules and regulations/standing orders that are in force or will be enforced from time to time, in future, as applicable to your category of employees.
- c) The Management expects you to work in Sections/ Departments/ Divisions/Plants/Sister concerns anywhere in India, for the Business Growth of the company.
- d) You will observe all norms of discipline and shall not participate/involve yourself in any activity or process, which can adversely affect the performance/results/productivity of the organisation.
- e) You will put in your optimum efforts to discharge the duties as assigned to you from time to time at your allotted place of work as per instructions of your seniors.
- f) You will fully cooperate with the Management in the improvement of any system / methods / norms / schedules having bearing, directly or indirectly, on the performance/results of the Organisation and production activities.
- g) You will process your grievances, if any, in a constitutional manner.
- h) You will also not raise any dispute or demand involving, directly or indirectly, any additional financial liability on the company and shall not involve in any unconstitutional activities.
- i) You will be eligible for the statutory benefits as applicable to you from time to time, if applicable.
- j) You will not publish any article in any newspaper or periodical, without prior permission of the Management.
- k) You will devote your full time and attention to the work of the Company and will not undertake any direct or indirect business or work temporary or remunerator except with the prior permission of the Management.
- l) You will be required to work in any / all the shifts depending upon the exigencies of the work at the organisation and Management reserves it sole discretion as to decide exigencies of work and to call in shifts. Your services are also liable to be transferred from one job to other job, from one department to other, from one plant to other, and from one site to other, depending upon the exigencies, requirement and without assigning any reason.

Registered
Invertis University
Bareilly
Director Corporate Relations
Invertis University
Bareilly

14. GENERAL CONDITIONS

For any service of notice or communications of whatever kind, you will be informed by Ordinary Post at the address given by you at the time of your employment or such other addresses which you may hereafter intimate to the Management. The Management may also paste a copy of the letter on the notice board, which shall be considered to be sufficient service to you. In case of any change in your address, you will inform the Management in writing to this effect within one week of such change and get such new address recorded in your personal record. Also, all correspondence will be made in English language.

15. RETIREMENT

After Confirmations & as a permanent employee of the company, you shall

superannuate on the last day of the month, in which you will complete the age of 60 years subject to your medical fitness certificate.

In the event of breach of any of the provisions of this letter, you would surrender the right to remain eligible for enjoying any or all of the above referred benefits.

Please note that you will be provided with detailed scope of your job within 3 days of resuming your duties. However, please note that the same shall be subjected to change from time to time and as per the requirement of the Management.

At the time of your joining, you are required to produce the Original Testimonials for the following and also furnish one photocopy of the same:

1. Educational Qualification Certificates and Mark-sheets of all examinations passed.
2. Experience certificates.
3. Three recent passport size and Two Stamp size photographs.
4. Adhaar Card.
5. Release letter from your last company & Last Three month's Salary Slips.

This offer letter is being issued to you in duplicate. In case, the terms and conditions enumerated above are acceptable to you unconditionally, please sign and return the duplicate copy of this letter in token of your acceptance.

Thanking You,
Yours faithfully,
For,

**CONCIENT STRUCTURAL PROJECTS PVT LTD
PUSHPENDER SINGH RAJPUT**

Director – Operations.

Registrar
Invertis University
Bareilly

C. P. W. 01
Director Corporate Relations
Invertis University
Bareilly

Fwd: Offer Letter

Shubham Sharma <shubham639785@gmail.com>

Mon 3/13/2023 11:22 AM

To: Sarathi Prasad Gouda <director.placement@invertis.org>

1 attachments (93 KB)

OFFER LETTER .pdf;

----- Forwarded message -----

From: **Pushpender Singh Rajput** <x.pushpendersingh.x@gmail.com>

Date: Thu, Mar 2, 2023, 7:22 PM

Subject: Offer Letter

To: shubham639785@gmail.com <shubham639785@gmail.com>

Dear Mr Shubham Sharma,

Please find attached herewith our offer letter for the post of Jr Engineer – Civil.

Kindly Acknowledge with your confirmation of joining date.

With Best Regards,

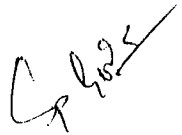
Pushpender Singh Rajput

Concient Structural Projects Pvt Ltd

Director – Operations

+91 8218361734

Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly