

OFFER LETTER

Date-24/03/2023

Dear Mr. Shubham Tiwari

Vill.- Dhandrua,
Post- Rampur Ratan, Tehsil- Faridpur,
Dist.- Bareilly, U.P.- 243503

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "Assistant Executive (Q.A. & Q.C.)" For head quarter at Bareilly. You are requested to join on or before 03.04.2023.

1 Duties and Responsibilities:

- a) Your duties shall be such as may be assigned to you from time to time. You shall abide by such rules and regulations, directions or instructions or orders of the company that may be in force from time to time.
- b) During employment with the company, you may be posted/transferred to any other location within India.
- c) The assignment offered to you is on a whole-time basis. You will not carry on or be concerned with any business with or without remuneration during the course of your employment with the company.
- d) During the term of your employment with the company, you are advised not to perform any act or service, directly or indirectly, using the company's resources, for a purpose other than the tasks assigned to you by your supervisor/manager.
- e) The company will expect you to work with a high standard of initiative, efficiency and economy.

2 Secrecy:

- a) You shall not give out to anyone during the period or after leaving the company of your service by word of mouth or otherwise, any information pertaining to the company.
- b) In case of severance from the company for any reason, you will not hire or attempt to hire any current employee of the company.

3 Probation:

- a) You will be on probation for a period of three months from the starting date of your employment. During the probation period, if the management is not satisfied with your work, your service shall be liable to termination with 7 day's notice period.
- b) You will not be entitled to provident fund, ESI & insurance during the probation period.

Divtatv Wellness Private Limited

Plot No. 56-58, Comptent Industrial Park,
Tehsil Faridpur, Shahjahanpur Road, Bareilly-243903

Regd. Office - D-116, Conna Place-1,
New Delhi-110020

CIN:U24290U2020TC368893

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Divtatv Wellness Private Limited

Registrar
Inventis University
Bareilly

INVENTIS UNIVERSITY
BAREILLY

- c) Your probation can be extended further based on your performance.
- d) During the probationary period, should you wish to terminate your services, you may do so by giving one month's notice in writing or payment of equivalent gross monthly salary in lieu thereof.
- e) In either case, you will be relieved from the services depending upon the assignment and the task at hand, at the discretion of the management.

4 Termination Of Services:

- a) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless
 - Return to work within eight days of the commencement of such absence and
 - Give an explanation to the satisfaction of the company regarding the such absence.
- b) Your service is liable to terminate without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct in the case of reasonable suspicion, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency or lower performance as compared to other employees or your category.
- c) After completion of the probation period, your services are terminated by the company by giving a notice period of one month.
- d) After completion of the probation period, you can terminate your services by giving a notice period of one month or payment of equivalent gross monthly salary in lieu thereof.

5 General:

- a) During the first three months of your services with the company you would be liable for leave only in case of medical and family emergencies. However, leave will continue to accrue to your account during this period and you can use the same later.
- b) You are appointed on the basis of your educational qualification and experience mentioned by you in your application/resume/CV. In case the fact mentioned therein are found to be incorrect, this will result in the termination of your appointment without any notice or salary thereof.
- c) You will intimate in writing to Human Resources any change of address within a week from the change of the same.
- d) Management reserves the right to change the appointment terms and conditions at any point in time.
- e) You agree to follow and be governed by all company policies and processes that are in effect today and may be announced from time to time.

Divtaty Wellness Private Limited

Plot No. 55-56, Competent Industrial Park
Rust Road, Shahdara, Delhi - 110020

Regd. Office: D-118, Okhla Phase II
New Delhi - 110020

CIN: U24290DL2020PTC386698

0561 2526272

wellness@divtaty.in

Central
Invertis University
Bareilly

Director, Corporate Relations
Invertis University
Bareilly

No authority is vested upon you both to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management in writing. Any violence exceeding your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

This letter is in duplicate. Kindly return the duplicate copy thereof duly signed by you as confirmation of your having accepted the terms & conditions therein.



(Shilpi Srivastava)
Human Resources
Shree Divtaty Pvt. Ltd

List of Documents required:

- 1) ID Proof & Address Proof
- 2) Self attested educational qualification certificates & 2 Latest passport size photograph
- 3) Relieving letter/ Experience certificate from current and past employers
- 4) Last 3 months salary slip/Bank statement showing monthly salary & other benefits

Divtaty Wellness Private Limited

Mfg. Unit: Plot No. 59-58, Constant Industrial Park
Tehsil Faridkot, Shahdohansur Road, Barelilly - 243509

Regd. Office: D-118, P.N. Ph
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Registrar
Medicis University
Barelilly

CIN: U24290DL2020PTC-388899

0501-2520272

www.divtaty.com

Director
Medicis University
Barelilly

Annexure A

Date: March 24, 2023

Amount in INR

Assistant Executive (O.A.) - Shubham Tiwari			
S. No.	Salary Components	Month	Annual
A	Net Payable Salary (In Hand)	12000	144000

I am accepting the above offer & pledge to conduct myself in accordance to the defined company policies & Code of conduct.

Name Shubham Tiwari

Date 24/03/2023

Signature

Registrar
Invertis University
Garhilly

Divtatv Wellness Private Limited

Mfg. Unit: Plot No. 58-59, Carpenters Industrial Park,
Tehsil-Jaipur, Ghosiahpur Road, Baran, 243603

Regd. Office - D-11B, Gurgaon Phase-1,
New Delhi-110020

CIN: U72200L2023PT0344879

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Divtatv Wellness Private Limited
Gurgaon, Haryana