

Date:- 1/5/2022

To

Ms. EKTHA SUNIL MANE

APPOINTMENT LETTER

With reference to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization as “ **TRAINEE - MARKETING**” with effect From 1st May 2022 under the following terms and conditions.

Upon joining you shall report your immediate superior. Your superior will provide you a detailed Job description time to time and explain your duties and responsibilities. As the company believes in Reengineering as a continuous process, the designation, weekly off, shift working, timings, responsibilities and locations are subject to modifications in line with the re-engineering process and exigencies of the company's requirement.

You shall carry out all the duties and responsibilities assigned to you and. perform all functions ancillary to your main duties effectively. The policies of the Company in respect of the tasks may vary from time.to time, as per the requirement of work orders, and the same shall be communicated to you by the Management. You will have to abide by the same. If you fail to accomplish any of the task as required, such failure shall be treated and dealt with as a grave misconduct as per the law.

During the course of, employment you need to undergo training from time to time, which the Company. Will impart at its own cost on your assurance and undertaking that you will serve the Company in consonance with the clause's contained 'herein for a minimum period of 24 months, failing which you will repay the cost incurred by the Company on your training and other expenses. Once you are nominated for a particular training it will be compulsory and no deviation or cancellation will be permitted. If you fail to report for training for any reason without Prior permission, appropriate deductions will be made from your salary. In case of an emergency its schedule may be altered with prior permission of GM HR.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read "Kumar", is written over a horizontal line.

For Uneecops WorkPlace Solutions Pvt Ltd
General Manager HR and Admin

I accept all the above mentioned terms and conditions of employment, as a token whereof I have signed hereunder.

Uneecops WorkPlace Solutions Pvt Ltd
A- 67, sector 63 Noida (U.P)



MSC Transformers Pvt. Ltd.
Flat No.06,2nd Floor ,Ramchandra sadan,
Sathe Colony, Shukrawar peth, Pune 411 002.

Date: 1-5-2022

Mr. PARDESHI SHUBHAM JANKIRAM

OFFER LETTER

Dear **PARDESHI**,

This has reference to your application and the subsequent interview you had with us. We are pleased to make you this offer of engagement as **Sales Executive** to perform duties with our client. You will be paid in hand salary of Rs 2.1 per year. You will be initially deputed at Pune, office of the client.

This offer is subject to

1. Your joining which should not be later **1.5.2022**.
2. The information provided by you in Employment application and interview is correct and valid.
3. Your medical fitness.
4. On the submission of following documents and verification of your credentials, testimonials and other particulars.
 - a. Proof of your academic/professional qualification & Date of Birth.
 - b. KYC/ copy of Aadhar card and PAN Card).
 - c. Salary Slip/Certificate from the previous employers.
 - d. Latest Passport size Photograph (4 copies)
 - e. Family Group Photograph (Postcard Size).

Detailed engagement letter mentioning terms & conditions will be issued at the time of your joining. Any claims based on alleged verbal promises by any authority in the organization not a part of this letter will not be entertained.

We welcome you to MSC Transformers Pvt. Ltd. and look forward to have a happy association with us. We request your confirmation of acceptance of this offer by returning us a signed copy of this letter.

Thanking You,

(Manager Human-Resource)

Date :-14 June 2022

Place:- Pune

Dear VAYACHAL SANDEEP SUBHASH,

Sub:- Offer for employment with our company, subject to the following terms and conditions.

Greetings from Square Yards !!!

At the outset, we wish to congratulate and welcome you to the Square Yards family. You are being offered the Position of **“SALES EXECUTIVE”** with State Street Square Yards (Company) with the salary of CTC 1.9 LPA subject to the terms and conditions mentioned here in below:

You must provide the Company with the documents as per list provided to you by the company including copies of your transcripts and diploma/degree as soon as you receive them from your college/university (“Documents”). The Documents needs to be submitted to us, within a period of 15 days, in original, with a copy for our verification at the time of joining (you can collect the originals back post verification).

In the event your employment continues, you shall be issued a signed appointment letter. Issuance of such appointment letter is at the sole discretion of the Company and unless such appointment letter, it shall be deemed that no employment is offered to you and you will not entitled for any further claims on the company.

The detailed terms and conditions of your employment will be as per the appointment letter, which will be issued to you subject to the terms and conditions as mentioned herein above. Your date of joining and work location will be intimated to you at the time of issuance of the appointment letter.

This offer is subject to Pune jurisdiction to entertain any dispute related to this offer.

We hope to have you working with us soon and looking forward to a positive and rewarding experience. Thank you once again for your interest in our organization.

Thanks & Regards,



Deepika Sharma
Manager Human-Resource