

To,  
The Placement Officer,  
J.S. University, Shikohabad,  
Firozabad-283135

**Subject: Offer Letter**

Dear Sir

We are pleased to inform you that you have been selected for the position as a “**Sales Executive**” at “**Aadhar Sales & Services Pvt. Ltd.**”, following our recent campus placement drive held at J. S. University, Shikohabad on 23/12/2019. Your performance during the selection process was impressive, and we are excited about the potential you bring to our team. List of the following Students

S.No.	Roll No.	Student Name
1	191080002442	SHAH AMIR ANSHARI
2	191080002226	KM. NEELAM KUMARI
3	191080002056	ANAND YADAV
4	191080002535	KM. SHIVENDRI
5	191080002668	RANJEET
6	191080002001	AARTI
7	191080002566	KM. ARTI
8	191080002256	KM. RITU
9	191080002641	SHYAM VEER YADAV
10	191080002329	MUNISHA
11	191080002238	KM. POOJA
12	191080002096	DAYAKISHAN YADAV
13	191080002453	SHILENDRA YADAV
14	191080002577	ADITYA YADAV
15	191080002155	KM HEMALATA
16	191080002135	KAJAL
17	191080002309	LAXMI RATHORE
18	191080002348	NISHA

Your appointment is for our client Aadhar Housing Finance Ltd. at its Kanpur Jarauli Branch.

Appointment:-

- a).Your appointment will be effective from Saturday, December 10, 2022
- b). During the period of your appointment, you may be required to undergo such training as may be found necessary.

1. Remuneration / Allowances per month :-

Particulars	Amount (Rs.)
Basic Salary	9200
HRA	920
Other Allowance	344
Statutory Bonus	766
Gross Salary	11230
Employer's Contribution to PF	1145
Employer's Contribution to ESIC	365
Monthly CTC	12740

The Statutory deduction like Income tax and other applicable taxes will be made as per law from the remuneration by the Company from time to time.

- a) Statutory Benefits: You will be entitled to statutory benefits such as Employees' Provident Fund & Employees' Pension Fund, Employee's State Insurance (ESI), as may be admissible in law. Please note that the Statutory Annual bonus is included in your monthly remuneration, as indicated above.
  - b) Performance and Performance Appraisals- You shall endeavour to perform duties efficiently and to the best of your ability. Performance appraisals will be conducted at regular intervals throughout the period of employment under this agreement. You may be called upon to submit for / undergo any training to upgrade yourself to meet the requirement of the Company/ client and failure in the training may render you unfit for further engagement, this appointment will become liable for suo-moto termination without any notice etc. except for any saving under law. You shall be solely liable for any loss caused to any other person, Client, environment by your act and also liable to keep Aadhar Sales & Services Pvt.Ltd. absolved and indemnified of any liability/loss on account of your conduct.
2. During the course of your Tenure of appointment:-
- a) You may be deputed to work with any of our clients and/or handling work for any of our clients. However, your said working with our clients and/or handling their work will not create any relationship of employee and employer between you and our client concerned, nor any claim of yours for absorption in the regular cadre of our client's employment or in our organisation shall be legally tenable.
  - b) Your services may be transferred from one Business / Territory / Region / Zone to another Territory / Region / Zone in India, where Branch/ project / office of the company is already in existence or may be set up at any time in future.
  - c) You will be based at the premises of the client or any affiliate and your services

are liable to be transferred anywhere in India to any office/branch/location of the client and / or any affiliate at any point of time as per the requirement of our clients.

3. During the period of your tenure, you would :-
  - a) Adhere to work norms and achieve targets as would be laid down by your superior(s) and/or client concerned and in case you fail to fulfil, achieve and/or adhere to the targets and/or to do work which is rejected, your services would be liable to be terminated, at any time, without further notice to you.
  - b) Perform your work diligently, honestly and maintain a high standard of loyalty, efficiency and secrecy.
  - c) You shall strive hard to promote the interest of the Company and shall not do anything, which will be detrimental and prejudicial to the interest of the Company, nor shall you do anything which will spoil the reputation of the company.
4. During the period of your tenure with us:-
  - a) You will be governed by the Rules & Regulations of the company, as may be framed or revised by the company, except in respect of matters for which the express provisions have been made above.
  - b) You will neither work (full time or part time), either directly or indirectly for any other person/ organisation in any capacity.
  - c) You shall also not solicit / Freelance / seek / explore employment with the client and/or with any of the competitor, also not freelance with any of the competitors during the period of employment, and if found doing so the same would constitute conflict of interest and render you liable for legal action including recovery of adequate damages etc.
  - d) You shall not take up any other part time or full time work or employment either directly or indirectly for any other person/ organisation for remuneration or otherwise or engage yourself in any trade, business or occupation without prior written permission of the Company.
  - e) You will ethically engage in this duty and agree that any unjust enrichment or other criminal activity can result in immediate termination and/or legal action against you.
5. Duties: -

Your duties & responsibilities may be changed, amended or altered at any time by the client/Company at their/its sole discretion. You will be duly notified of these changes and amendments by the client/Company.

  - a) The Company, at its sole discretion, may suspend you from your duties, pending disciplinary enquiry or investigation for any misconduct alleged to have been committed by you during the course of tenure under the appointment or applicable law.

