



Nova Agri Tech Limited

(Formerly known as Nova Agri Tech Pvt. Ltd.)

Plot No.57, Hanuman Nagar, Chinatokatta, New Bowenpally, Secunderabad-500011,
Phone: +91-40-27957081 / 82, Email: info@novaagritech.com,
marketing@novaagritech.com,

Offer Letter

Strictly Private and Confidential
Friday, Feb 26th, 2021
Hyderabad

To,
Ms.Ranjana Bisoi,
D/o Mr.Balakrushna Bisoi,
Dulpur Street, Kotpad,
Koraput
Odissa- 764058

Dear Ms.Ranjana,

Thank you for your interest in working for our organization. Having successfully passed the interviews we are pleased to offer you a position with Nova Agri Tech Limited. It is my pleasure to extend the following offer of employment to you on behalf of Nova Agri Tech Limited. If you accept this offer you will be designated as **Technical C o Ordinator- NKSK Dep.** and you will join us at **Singannaguda** our office.

The overall Consolidate pay offered to you is Rs. 1 ,80 ,000 **Per Annuum** (Rupees One Lakh Eighty Thousand Only).

This offer will be subject to the Standard Terms and Conditions of Employment by Nova Agri Tech Limited and will be governed by the policies, rules and guidelines of the Company. You will receive an appointment letter on successful submission of required documents on date of joining. You may also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non- competition Agreement when you join the employment of the Company.

This offer of employment with Nova Agri Tech Limited is subject to the successful verification of information provided by you.

By accepting this offer you are also confirming that: -

- 1 You have relieved from your employment with your previous employer (if any) in compliance with their terms and conditions.
- 2 There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company.
- 3 Nova Agri Tech Limited is not liable for any past dues owed by you as part of termination of any previous employments.
- 4 You are not bringing in any Intellectual Property that you do not have sole ownership of.

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This offer will be valid for One (1) week from the date of this letter. If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email or telephone within one (1) week of receiving this letter and providing a signed copy of this document by post. If we do not hear back from you within this period, this offer will be deemed to be canceled and we are not obliged to hold the position open for you.


Further you will be on a Probation Period for 6 Months from date of Joining. During the probation period your performance will be assessed by your Reporting In charge to find your suitability the position. At any time during the Probation Period, the Company may terminate the Employee's employment, on the grounds of unsuitability, without providing any working notice or payment in lieu thereof. After the successful completion of the probation period the employee will be given a confirmation letter.

If you accept this offer you are required to join on **Friday, 5th March 2021**. If you are unable to report for joining on the said date you are requested to inform the company in writing. The following documents are required to be produced at the time of joining. Please provide originals and self-attested photostat copies; originals will be returned after verification.

1. Relieving Letter from all your previous employers.
2. Salary slips or salary certificate from most recent employer.
3. Last three months' salary account's Bank Statement
4. Experience Certificate from all previous employers
5. Proof of Academic Qualification (Class 10th Equivalent and above):
 - 10th & 12th mark lists
 - Undergraduate / degree mark list and degree certificates
 - Post-graduation mark list and degree certificates (if any)
 - Other qualifications - mark lists and certificates (if any)
6. Proof of identity i.e. AADHAR Card, PAN card, driving license, Electoral card
7. Photographs (3 copies)

We take great pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this offer acceptable and wait to welcome you to the **Nova** family.

Best
Regards,


K S Satish Kumar
Manager – Human
Resources

