

APPOINTMENT LETTER

DATE 17th FEB 2021

EMPLOYEE CODE PI/21/1039E

MR MALATHY YADAV

With Reference to your application and subsequent interview held with us, we are pleased to appoint you as **AUTOCAD DESIGNER** in our organization on the following Terms & Conditions:

- 1. JOB DESCRIPTION:** Working on AutoCAD software, created by Autodesk Inc., preparing a visual depiction of a product need to be constructed, that the organization assigns, training of interns assigned. Also constantly ensuring to provide contribution in growth and development of business organization.
- 2. KEY RESPONSIBILITIES:**
 - Planning required for the design of product.
 - Well head diagram Modelling of design.
 - Structural analysis
 - Drafting design using CHEMCAD, software.
 - Testing the product in controlled, real situations before going live
 - Preparation of training manuals for users
 - Striving to provide services to organization for business development & Interaction with perspective clients to get projects for the organization
- 3. JOB LOCATION:** You will be initially based at PIE INFOCOMM PVT. LTD., ALIGANJ, LUCKNOW. Your services can be transferred to any of the establishments/division on the basis of Project in Pan India as per the requirement of the organization without detriment to your status and emoluments.

ADDRESS: 1st Floor B - 12, Sector E, Aliganj , Lucknow - 226024 .

MOBILE: 9453760339 / 9621676532

WEBSITE: www.pieinfocomm.in

EMAIL: hr.@pieinfocomm.in, hr.pieinfocomm@gmail.com

4. **EMOLUMENTS:** You will be entitled to salary, allowances, and perquisites as per Company's norms. You will be entitled to take home salary of **Rs.10,000/- (Ten Thousand only) per month [in Training Period of 3 Month]**.

After Training Period, the salary would be Rs.3.5Lakhs Per Annum [consolidated].

5. **LEAVE:** As per rules of the company in force and may be varied from time to time. Organization provides 1 day casual leave to every person in a month.

6. **WORKING HOURS:** 8 hrs. (9:00 am to 5:00 pm)

7. **DATE OF JOINING:** **19TH JULY 2021**

NOTE: As per the organizational norms, the organization can anytime dismiss any employee if his/her performance is not found as expected. In such case, no one can blame/claim the respective organization (read Annexure-I).

Please sign the duplicate copy of the letter (all pages) as a token of acceptance of terms and conditions mentioned for our reference and record while reporting please bring all relevant educational documents and two copies of your latest passport size photographs for document verification.

Sincerely,



VIJAY KUMAR JAISWAL
(DIRECTOR)
PIE INFOCOMM PVT. LTD.

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ANNEXURE - I

1. As soon as the candidate joins or Organization, they undergo rigorous Observation test of 15 initial days. Once they pass the observation test, we put them forth onto evaluate.
2. The Observation and Evaluation test, are a matter of concern to each candidate, in order to survive further in our organization.
3. The initial 3 months, candidates shall in-corporate with their mentors to complete their successful completion of training period.
4. The candidates are judged on various parameters related to work and behavior. No Candidate is liable to question organization, of their existing survival after all successful modes of observation/evaluation made eventually. The authority holds no assurance.
5. No candidate is advised to leave the Organization before prior notice to the management. Your service may be terminated by the company without assigning any reason by giving one month's notice of your intention to do so or salary in lieu of such notice
6. The company may at its discretion waive the notice and relive you earlier. In such an event, you will be paid salary only up to the last date of your employment with the company.
7. The management shall have right to recover amount equivalent to one Month salary be deducting it from the amount due to you or in any lawful manner in case you leave the services without giving one month's notice before hand in writing as stipulated here in above.

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8. Company is authorized to make any kind of changes in joining date for new joiners, which purely depends upon the situation and availability of external as well as internal factors of the organization. No candidates further are requested to question the authority.
9. If any of the employees leaves the organization without giving any prior notice of one month the company will take action against that employee. Company will not be liable to release the salary of last working month and will not provide any kind of experience certificate as well as pay check in any case.



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ANNEXURE -II

DECLARATION

I ACCEPT THE TERMS AND CONDITIONS MENTIONED IN THIS OFFER LETTER AND I PROMISE TO ABIDE BY THE NORMS MENTIONED IN ANNEXURE-I, OF THE ORGANIZATION. I SHALL STAND RESPONSIBLE FOR ANY DISCREPANCIES OF DETAILS FOUND DURING DOCUMENT VERIFICATION. IF I FOUND GUILTY, THE ORGANIZATION CAN TAKE LEGAL ACTION AGAINST ME.

SIGNATURE OF EMPLOYEE:

NAME OF EMPLOYEE:

DATE:



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