

Ref.: OL-2022/TRAINEE/007  
Date: March 4, 2022

To,  
**Rupali Narayan Arane**  
A/p - Sawalivhiher BK,  
Tal.: Rahata, Dist.: Ahmednagar  
Mobile No.: 9881697836, 9370640721

Email ID : rupaliarane21@gmail.com

**Subject:** Offer for an Employment

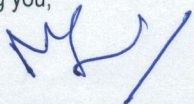
**Dear Miss Arane**

With reference to the CAMPUS interview, you had on 15th February, we are pleased to offer you employment in our organisation on the following terms & conditions:

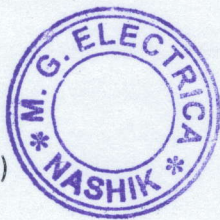
- 1 You will be on probation for a period of 12 Months from the date of joining.
- 2 You will be appointed as TRAINEE ENGINEER in DESIGN department
- 3 Your gross salary on cost to company basis will be as agreed & discussed during your interview. (Annual CTC Rs.2,00,000. - copy enclosed).
- 4 Your **appointment** is subject to verification of credentials, existing salary proof, qualifications and **referencing** you have provided to the organization. Fill details in enclosed specimen.
- 5 At the time of joining, you will furnish the following documents in originals for verification and will also submit the photocopies for office record purpose: -
  - a) Experience certificates of employment (if any);
  - b) Discharge / Relieving Letter from the current employer;(if any)\*
  - c) Two Passport size coloured photographs;
  - d) Aadhar Card and PAN Card;
  - e) UAN in respect of Employee's Provident Fund
  - f) COVID-19, Final Vaccination Certificate
- 6 You will sign necessary protocols like code of conduct, confidentiality, non-compete clause, service bond if required by the management.
- 7 Your performance will be critically assessed after **12 Months** from your date of joining. Post review, your confirmation is subject to your performance being up to the mark with respect to JD and KPIs shared with you. Thereafter you will be subject to review on an annual basis from the date of joining.
- 8 Your employment is subject to you being medically fit for the job.
- 9 You will be entitled for leaves only after 6 months.
- 10 Weekly off is Saturday
- 11 You need to send acceptance to this offer duly signed and scanned copy to be sent **within two days** of receipt.
- 12 You will not join any competition within 1 year of leaving job and will also not be instrumental in taking M G Electrica's team in your new organisation after you leave.
- 13 If You accept above terms & conditions, You will join latest by 3-Jul-22 **(Sunday)**
- 14 Appointment Letter mentioning other clauses shall be issued at the time of joining.

We welcome you in the family of M G Electrica and look forward for a mutually rewarding long time association with us.

Thanking you,



Mukesh Gupta (Director)  
M G ELECTRICA, Nashik



**I accept this offer letter**



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