



# RISHABH INSTRUMENTS LIMITED

(Formerly Rishabh Instruments Private Limited)

HR/OL/537

Date: 06<sup>th</sup> January 2022

Mr. Yadyesh Rajendra Mokashi  
College: AVCOE, Nashik  
Permanant Add: A/P Babhaleshwar, Tal-Rahata, Dist-Ahmednagar  
Mobile No 9307731407  
E-mail: yadyeshmokashi1811@gmail.com

Sub: Offer letter for the position of Graduate Apprentice Trainee-Marketing

Dear Mr. Yadyesh,

Further to the personal interview you had with our seniors on 14<sup>th</sup> December 2022 at our Nashik office, we are pleased to offer you the position of Graduate Apprentice Trainee (Grade - GAT) in Marketing department of our organization on following terms:

1. You have been offered annual remuneration (CTC) of Rs 2.50 Lacs (p.a) . Breakup of the same is as per the attached Annexure 1.
  2. Please note this offer stands valid till the date of joining as mentioned in this offer letter.
  3. You will have to join not later than 03<sup>rd</sup> July 2023, failing which this letter shall stand withdrawn.
  4. At the time of joining, pl submit attested copies of the following Documents to our HR Dept.:
    - a. Certificate of your academic qualifications,
    - b. Four pass port size (latest - not more than 6 months old) color photographs.
    - c. Copy of passport, birth date proof and Bank passbook
    - d. Permanent address proof.
    - e. Copy of Aadhar Card (must)
  5. You will be on training for one year and after the successful completion of the training period you may be put on probation for six months. Then after, you shall be confirmed based on your performance.
  6. Your notice period for leaving the services during trainee period will be 15 days. Your notice period during probation for leaving the services will be 1 month.
  7. You will be governed by the Rules and Regulations of the Company which will be mentioned in your appointment Letter and code of conduct and as may be framed from time to time.
  8. Your successfully clearing the Bachelor's degree exam by the month of July/Aug'2023, is a pre-condition to the said appointment, which please be noted.
  9. Please note that all the documents and details submitted by you with respect to your personal information is subject to verification where any discrepancy observed will lead to disciplinary action including termination of services. You will be whole time employee of the company. You shall not undertake any business whether part time, full time or employment or carry on such activities / services of any kind either during the working hours or thereafter without specific written permission of management
- Your Appointment Letter will be issued to you after joining the services of the company, subject to the fulfillment of requirements mentioned in point no. 4.

We wish you a long successful career with us!  
Thanking You,  
Your Sincerely

For RISHABH INSTRUMENTS LIMITED  
Digitally Signed By:  
DS RISHABH INSTRUMENTS PVT LTD 1  
Nashik on 2023.10.27 10:27:11 IST  
Chairman & Managing Director

