



HR/OL/003

Date: 6<sup>th</sup> February'2019

Mr. Rohit Uttam Buchkul

College: AVCOE

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Sub: Offer letter for the position of Graduate Apprentice Trainee.

Dear Mr. Rohit,

Further to the personal interview you had at our office on 04<sup>th</sup> February '19 we are pleased to offer you the position of **Graduate Apprentice Trainee(Grade-GAT)** in R & D Department in our organization on following terms:

1. You have been offered annual remuneration (CTC) of **Rs 2.57 Lacs (p.a)**. Breakup of the same is as per the attached annexure 1.
2. You will have to join not later than **01<sup>st</sup> July 2019** failing which this letter shall stand withdrawn.
3. At the time of joining pl submit (self-attested copies of the) following Documents to our HR Dept.:
  - a. Certificate of your academic qualifications,
  - b. Experience certificates (if any)
  - c. References from three different eminent persons.
  - d. References from three different eminent persons (including your one of the past employer.)
  - e. Four pass port size (latest - not more than 6 months old) color photographs.
  - f. Copy of passport, birth date proof and SBI passbook copy
  - g. Permanent address proof.
  - h. Copy of Aadhar Card
4. You will be on training for one year. Your notice period for leaving the services during Trainee period will be 15 days.
5. 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. Your notice period for leaving the services during probation period will be one month.
6. 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.
7. Your successfully clearing the degree exam by the month of July'2019, is a *pre-condition to the said appointment, which please be noted.*
8. This offer letter stands valid subject to you getting cleared in referencing.

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. 3.

**We wish you a long successful career with us!**

Thanking You,

Your Sincerely

For **RISHABH INSTRUMENTS PVT. LTD.**

*Narender*  
Narendra Goliya  
Chairman



Measure



Control



Record



Analyze