

iEnergizer

business process excellence

June 05, 2020

M Paeker Masood

Dear Masood,

Congratulations!!!

We are pleased to offer you a position of "Trainee-Content Writing" at Ienergizer. You shall be on a probation period of six months from the date of joining the company. On completion of probation period and subject to your performance being found satisfactory, you shall be confirmed by a letter to this effect, furnished to you by management. Company reserves the right to prepone, postpone or cancel the joining due to unforeseen circumstances.

Please find the details as below.

Start Date: June 08, 2020

Working Hours: The normal working hours are 11:00 a.m. to 8:00 p.m. with 45 minutes lunch break Monday through Saturday. However, due to business exigencies employees may be required to work at different timings which may be prescribed by the manager from time to time.

Compensation: INR 2,50,000 Annually.

Responsibilities: You shall be required to carry out all such duties as may be assigned by immediate supervisor from time to time. Your employment will embrace functions, activities, and duties reasonably necessary, incidental, and ancillary to you by the Company. Any change of such capacity and/or such function by Company will not vitiate or otherwise affect the validity of this agreement. You shall be required to comply with all the policies, and guidelines of Ienergizer. All the policies and guidelines will be shared with you on the day of your joining.

Terms and Conditions: You shall be required to be in employment with company for at least twelve months after your joining. In case of breach of contract, no pending dues and experience certificate shall be provided by the company.



Director Corporate Relations
Invertis University
Bareilly

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Notice of Termination: In case of unsatisfactory performance or misconduct, Company reserves the right to terminate (immediate) your services at any point of time. No certificates shall be issued in such cases. After completion of twelve months, an employee can discontinue the services but by serving a notice period of minimum 30 days.

You also understand and agree in any case serving at least 30 days notice which can be extended if required, is mandatory to ensure the proper handovers of the projects and other properties of the organization assigned during your employment in order to avoid monetary damages to the company.

Company has all the rights to challenge you in the court of law if you fail to serve 30 days notice to the organization and don't complete the relieving formalities which are required to retrieve all the confidential data, project source code and other properties assigned to you during employment to recover the damage you caused.

Perquisites/ Documentation: Scanned copies of following documents need to be sent at hr@Ienergizerindia.com within next 2 days after the offer is extended :-

- 1) All academic certificates (Class 10th onwards)
- 2) Degree or provisional degree in case degree not received yet
- 3) Identity & residence proof (Aadhar card or voter id card or passport or any government authorized valid id proof)
- 4) Signed copy of sent offer letter
- 5) PAN card
- 6) Experience certificate, salary slips from all the employers worked with (if any)

Please note that 3 passport size photographs candidate needs to submit on joining day and acknowledge your acceptance of this offer by submitting above said documents.

Please note that your joining with us is contingent upon your furnishing to us bonafide documents and accurate information and will be null and void at the management's discretion if any fabrication is discovered at any point of time.

Deep C.

Regards
Deep Chopra
Operations Head

Registrar
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Bareilly

Candidate's
Signatures

[Signature]
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