

Ref :- PR/HR/1045

Date:- 07.06.2019

To,
Mr. WASIM SHEIKH
Pune

Subject:- GET OFFER LETTER

This has reference to your application , for GET at **PERFECT ROBOTICS**. ("Company") and your subsequent interview. We are pleased to offer you GET [Graduate Engineer Trainee]in our Company as "GET -Design Engineer", on the fallowing terms and conditions,

1. This offer letter is valid up to and including 10.06.2019, and if not accepted before the said date, shall become invalid automatically.
2. You shall join the company as a GET on or before 10.06.2019.
3. You shall be on probation for a period of Three Months from date of joining.
4. Your remuneration package is Rs. 8,000.00[EIGHT Thousand per month]
5. Upon completion of probation period, subject to your satisfactory performance, you shall be made a permanent employee of the Company. The reserves the right to extend your probation period at its sole discretion.
6. During the probation period, if your work of conduct is not found suitable and satisfactory, the Company shall have a right to terminate your employment without giving any notice or pay in lieu thereof at its sole discretion.
7. During the probation period, either party shall have right to terminate employment, subject to one month notice in writing to other party, or payment of amount equivalent to one month's salary in lieu thereof.
8. You shall be required to undergo medical examination before joining. This offer is subject to your clearing the medical examination & declared being fit for the job.

9. You shall abide by all the rules, regulations, policies and the code of conduct of the Company.
10. During the probation period you shall be administratively reporting to **Mr. Dadasaheb Atar** or such other person as shall be directed by the Company.
11. Your principal place of work shall be Narhe Pune. However , your services shall be transferable to anywhere, in India or abroad, depending upon needs of the Company.
12. This offer is made on the basis of information, testimonials and documents that you have submitted, and other information that you have communicated verbally. At the time of joining, you shall be required to submit such testimonials and documents as may be required by the Company. The Company shall, within its right, verify the correctness of such testimonials, documents and information at any time in future. If it is found at any time, that the information provided by you is incorrect, or that some information is suppressed, The Company shall have the right to terminate your employment without any notice and compensation. Further, you have represented and assured that your appointment and employment with the Company does not contradict your obligations and responsibilities including, but not limited to, non-compete, non-disclosure and non-solicitation covenants accepted by you before joining the Company.
13. It will be your duty to obtain a valid passport within 4 months. In case if you are unable to obtain passport within 4 months of joining, Company will initiate its own process for obtaining the passport. You are expected to solicit full cooperation for this process in terms of submitting documents, presenting at the passport office when called for, Etc. The expenses for obtaining the passport will be recovered from your salary in such a case.
14. You are also advised to take corrective steps for getting passport extended in case it is nearing the expiry date.

Your detailed appointment letter incorporating the above terms and conditions of service shall be issued to you at the time of your joining the Company.

This letter is issued in duplicate. Please sign and return one copy of the same as token of your acceptance of this offer.

Thanking you,

Regards,

Dadasaheb Atar

Director,

PERFECT ROBOTICS, Pune

Received & Accepted

Mr. WASIM SHEIKH

Kindly Produce Originals & Photocopies of following documents at the time of Joining.

1. Age Proof
2. Address Proof
3. PAN Card
4. AADHAR Card
5. ALL Educational Certificates
6. Photo [Passport Size-6 Nos]
7. Identity Proof
8. Passport
9. Reliving Letter