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### Offer Letter

**Mr. Amit Bhandari**

**Joining Date : 16-May-2023**

**Permanent Address :**

**Surari Chelusain Pauri Garhwal, Uttarakhand**

**TMP CODE : LG5ZP**

Dear Amit Bhandari,

This is with reference to your application and subsequent interview held at our headquarters. We are pleased to offer you a position as **Technology Executive** based at our headquarters (Dehradun) and your compensation (CTC) will be **Rs. 13500 /** monthly as discussed and mutually agreed.

You are requested to bring a copy of following documents at the time of your joining.

1. Latest two passport size photographs.
2. Qualification Certificates (in original along-with one photocopy set).
3. Identity and Address proof. (Passport/ Voters ID card/ PAN card (mandatory) / Aadhar card (mandatory)).
4. Photocopies of your Experience letter as well as the Relieving Letter from your current employer.
5. Photocopy of your last drawn salary slip.
6. Photocopy of a cancel cheque/ bank passbook front page.

**UPLOAD DOCUMENTS :** <https://erp.pearlorganisation.in/public/verify-tmp-code/TEc1WIA=>

### **Probation period**

You will be on probation for 12 months from the date of joining, on the completion of which your services will be deemed to be confirmed. If your probation period is extended under any circumstances, the same will be communicated to you in writing.

### **Leave**

You will be entitled to Festivals & National Holidays and leaves as per the policy of the company. For the purposes of the leave the Calendar year is followed. All leaves should be applied in advance (HRMS) and should be approved by the manager. The company reserves the right to grant the leave applied, depending on the exigencies of work.



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For detailed leave policy instructions, kindly follow the latest Organisational Changes, Implementations & Updates doc file.

### **Medical examination**

The company shall have the right to require you to be examined by a doctor of the company's choice, at the company's expense, and you are required to cooperate fully.

### **Deductions**

You Will be Entitled for the benefits of Employees Provident Fund Scheme , Employees State Insurance etc in accordance with the well settled provisions of the Law.

The breakup of the CTC and all other benefits and deductions are further explained in Compensation Annexure.

Note - The Mandatory Criteria for EPF and ESIC is Rs 15,000 and Rs 21,000 respectively of the Gross Salary, if the Employee don't fall in the above slab and Hence if an Employee wishes to don't avail the benefit of the above schemes then it will be sole discretion of the employee.

### **Rules, Regulation and Confidentiality**

You will not, without the previous written consent of the Company become interested or engaged directly or indirectly, in any trade, business and occupation. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press (including magazine publication) relating to the Company service or to any matter with which the company may be concerned, unless you have obtained permission from the company. You will not own, manage, operate, control, participate in, or be connected in any manner with the ownership, control, management or operation as an individual or as a partner, joint venture, director, shareholder of a company or entity, of any business which directly competes with the present business of the company or such other business activity in which the company may substantially engage during the term of the services. You must not directly or indirectly either during employment or for a period of 12 months after separation thereof, solicit, or try to entice away from the company any person or business at any time in the 12 months before separation that you may have dealt with or was a potential client of the company. During the course of your employment here with us, you will frequently have access to certain vital business information, trade secrets, proprietary information, customer related information that are confidential in nature. It is expressly understood and clear that you shall not divulge or part with any such information to anyone other than those dealing with such matters in the company nor will you reveal it to anyone even after your leaving the services of the company.



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## Termination

During the probation period, your services can be terminated, without notice and assigning any reason, if your services are not found satisfactory. After confirmation of your employment, notice of termination of employment will be 30 days or 30 day's salary in lieu of notice from either party. Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without notice and compensation in any of the following events:

- i) if you are in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties
- ii) if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- iii) if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies;

You would also be liable to be removed from the services at any time without any notice and compensation, in case, if any information furnished by you in connection with the above appointment is found incorrect at any stage or correct information is found suppressed.

## Code of Conduct

During the course of your employment with the Company, you shall be required to abide by the TRAI's guidelines on NDNC. It shall be noted that during the term of your employment with the Company, under any circumstances you will send sms or make calls only to non- NDNC numbers. Violation of guidelines will be treated as a breach of code of conduct and without prejudice strict action will be taken by the company.

## Amendments

The company reserves all rights to change any rules, regulations as it deems fit from time to time and you will be governed by the rules which are in force and as may be added, amended or introduced.

We take pleasure in welcoming you to our company and hope will find individual and professional satisfaction in your association with us. If you find that the terms are favorable, please indicate your acceptance within seven (7) days from the date of this letter. This offer will automatically lapse and can no longer be accepted if we do not hear from you by the stipulated date.



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We are happy to welcome you and congratulate you on your appointment and wish you a long and successful journey with **Pearl Organisation**.

Please sign a copy of this Job offer letter and reply with the same at [hr@pearlorganisation.com](mailto:hr@pearlorganisation.com) email as acceptance and confirming your joining date OR you can bring a hard copy of the same letter at the joining date and must submit the same to the HR Department only.

**Sincerely**

**Pearl Organisation HR Department.**

I have read and understood and hereby accept the terms and conditions (including all) of my appointment with the company.

**Signed :**

**Name :**

**Date :**