

**ARKS UNIVERSAL (P) LTD**

CIN: U45100UR2011PTC000023

Regd. Office: A1 Tower, First Floor, Shop
No.02, 39/1, Ballupur, Chakrata Road,
Dehradun, Uttarakhand - 248001

Phone No: 0135- 3503940

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GST No- 05AAKCA1308A1ZH

Appointment Letter

Date: 22.11.2024

Dear- **Mr. LOKENDRA PRASAD BALODI**

Address:- Village-Bainsoli, Post office:-Anjainisain,

Distt:-Tehri Garhwal (UK)

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **"Social Expert/Labour Specialist"** at **Arks Universal Pvt. Ltd.** We were impressed with your qualifications and experience during the interview process and believe that your skills align perfectly with the requirements of this role.

As discussed, your annual gross salary, including statutory benefits, will be **₹25,000/- (Rupees Twenty five Thousand Only)**. In addition, you will also be entitled to other perks and benefits, as per company policies, which may be revised from time to time.

We expect you to join us on or before **24.11.2024** at **Arks Universal Pvt. Ltd.** The terms and conditions of your employment will be provided in detail in the regular appointment letter issued upon your joining.

Your employment is contingent upon the submission and verification of the following documents (both original and copies) at the time of offer acceptance or joining:

1. Copy of Aadhar Card/PAN Card (Mandatory)
2. Copy of Saving Account Passbook
3. Copies of Educational Certificates.
4. Two Passport-Size Color Photographs

Kindly acknowledge the receipt of this offer, and confirm your joining at the earliest.

We are excited to welcome you to the **Arks Universal Pvt. Ltd. family** and wish you success in this new role.

Thanking You.

Very Truly Yours

M/s ARKS Universal Pvt. Ltd.

Authorised Signatory

Best Regards,

ARKS Universal Pvt .Ltd