



**Ref No:** TE/HR/2025/089

**Date:** October 27, 2025

To,  
**Mr. Pankaj Kor**

**SUBJECT: OFFER OF EMPLOYMENT - FITTER POSITION**

**Dear Mr. Kor,**

On behalf of Trivanta Edge, we are delighted to extend this offer of employment for the position of **Fitter**. After careful consideration of your qualifications, experience, and the interview discussions, we are confident that you will be a valuable asset to our organization and contribute significantly to our continued growth and success in the parking solutions industry.

Trivanta Edge is committed to excellence in providing innovative parking solutions and automated parking systems. We take pride in our team of skilled professionals who share our vision of transforming parking infrastructure across India. We believe your technical expertise and dedication will help us maintain our high standards of service delivery and customer satisfaction.

**1. EMPLOYMENT PARTICULARS**

<b>Position/Designation</b>	Fitter
<b>Department</b>	Technical Operations & Maintenance
<b>Employment Type</b>	Full-time, Permanent (Subject to successful completion of probation)
<b>Date of Joining</b>	November 4, 2025 (or as mutually agreed)
<b>Work Location</b>	Kalyan, Maharashtra (Subject to business requirements, you may be required to work at other locations)
<b>Reporting Manager</b>	Operations Manager - Technical Services
<b>Working Hours</b>	9:00 AM to 6:00 PM (Monday to Saturday) with one hour lunch break
<b>Probation Period</b>	3 (Three) months from the date of joining

**2. COMPENSATION & BENEFITS**

Monthly Gross Salary	₹16,000/- (Rupees Sixteen Thousand Only)
Payment Frequency	Monthly, on or before the 5th of every month
Mode of Payment	Bank Transfer to your designated account
Annual Increment	Performance-based, subject to annual appraisal
Overtime	As per company policy and labor laws

Additional Benefits:

- Paid Leave: 12 days of earned leave per year, in addition to public holidays as per company calendar
- Health & Safety: Comprehensive safety equipment, training, and workplace safety measures
- Skill Development: Opportunities for technical training and skill enhancement programs
- Festival Bonus: As per company policy and performance
- Employee Welfare: Access to employee welfare programs and support initiatives

3. ROLES & RESPONSIBILITIES

As a Fitter at Trivanta Edge, your primary responsibilities will include, but are not limited to:

- Installation, assembly, and fitting of automated parking equipment, mechanical systems, and related components at client sites
- Conducting regular preventive maintenance and inspection of parking systems to ensure optimal performance and safety standards
- Diagnosing mechanical issues, troubleshooting problems, and performing timely repairs to minimize equipment downtime
- Reading and interpreting technical drawings, blueprints, and specifications for accurate installation and maintenance work
- Ensuring all work complies with safety regulations, quality standards, and company procedures
- Maintaining detailed records of maintenance activities, repairs performed, and parts used
- Coordinating with the technical team, engineers, and supervisors to execute projects efficiently
- Providing on-site support to clients and ensuring customer satisfaction through quality workmanship
- Maintaining tools, equipment, and work areas in clean and safe condition
- Participating in training programs to stay updated with new technologies and best practices
- Reporting any safety hazards, equipment malfunctions, or operational issues to immediate supervisor
- Performing any other duties as assigned by management from time to time

## 4. TERMS & CONDITIONS OF EMPLOYMENT

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**4.1 Probation Period:** Your employment will commence with a probationary period of 3 (three) months from your date of joining. During this period, your performance, conduct, and suitability for the position will be evaluated. Upon successful completion of the probation period, your employment will be confirmed in writing. During probation, either party may terminate the employment by providing 7 (seven) days written notice or salary in lieu thereof.

**4.2 Notice Period:** After confirmation of employment, either party desiring to terminate the employment shall give 30 (thirty) days prior written notice or payment of salary in lieu of notice period. The company reserves the right to accept or reject the resignation and may require you to serve the full notice period.

**4.3 Confidentiality:** You shall maintain strict confidentiality regarding all business information, trade secrets, client data, technical specifications, processes, and proprietary information of the company. This obligation shall continue even after termination of your employment.

**4.4 Code of Conduct:** You are expected to maintain high standards of professional conduct, discipline, and integrity. You must comply with all company policies, rules, regulations, and procedures as notified from time to time. Any violation may result in disciplinary action, including termination of employment.

**4.5 Outside Employment:** During your employment with Trivanta Edge, you shall not engage in any other employment, business, or professional activities without prior written consent from the company.

**4.6 Transfer & Mobility:** The company reserves the right to transfer you to any other location, department, or project based on business requirements. You shall comply with such transfer requests.

**4.7 Workplace Safety:** You must adhere to all safety protocols, use designated safety equipment, and follow workplace safety guidelines at all times. You are responsible for maintaining a safe work environment for yourself and your colleagues.

## 5. DOCUMENTS REQUIRED

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Please submit the following documents on or before your date of joining:

- Educational certificates and mark sheets (10th, 12th, ITI/Diploma or relevant technical qualifications)
- Previous employment certificates and experience letters (if applicable)
- Aadhar Card and PAN Card copies
- Recent passport-size photographs (4 copies)
- Bank account details with cancelled cheque
- Address proof (Electricity bill/Rental agreement/Ration card)
- Police verification certificate or undertaking (if required)
- Medical fitness certificate (if required by company policy)

**Important Note:** This offer is contingent upon satisfactory verification of all documents and credentials submitted by you. Any false information or misrepresentation may lead to immediate termination of employment without notice.

## 6. ACCEPTANCE OF OFFER

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Please confirm your acceptance of this offer by signing and returning a copy of this letter along with the required documents by **November 3, 2025**. If we do not receive your acceptance by this date, this offer will stand withdrawn.

We are excited to welcome you to the Trivanta Edge family and look forward to a mutually beneficial and rewarding association. Should you have any questions or require any clarification regarding this offer, please feel free to contact our HR Department.

We wish you a successful and fulfilling career with Trivanta Edge.

**Yours sincerely,**  
**For Trivanta Edge**

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**Authorized Signatory**  
Human Resources Department

**ACCEPTANCE OF OFFER**

I, **Pankaj Kor**, have read and understood the terms and conditions mentioned in this offer letter. I hereby accept the offer of employment as **Fitter** with Trivanta Edge and agree to abide by all the terms, conditions, policies, and regulations of the company.

I confirm that all information provided by me during the recruitment process is true and accurate to the best of my knowledge. I understand that any false information may lead to termination of my employment.

**Employee Signature:**

**Date:**

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**Full Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_