

Ref No: TE/HR/OL/2025/157

Date: October 28, 2025

Mr. Rohan Rajput
Contact: +91 70285 65310

OFFER OF EMPLOYMENT - SITE SUPERVISOR

Dear Mr. Rajput,

We are pleased to extend this offer of employment to you for the position of **Site Supervisor** with Trivanta Edge. We were impressed with your qualifications, experience, and the professionalism you demonstrated during the selection process.

This offer is made based on your performance during the interview process and is subject to the terms and conditions outlined in this letter. We believe your skills and experience will be valuable assets to our organization, and we look forward to welcoming you to our team.

1. APPOINTMENT DETAILS

Position	Site Supervisor
Department	Operations - Field Services
Employment Type	Permanent
Date of Joining	November 3, 2025 (or as mutually agreed)
Work Location	Kalyan, Maharashtra (Subject to business requirements, you may be required to work at other locations)
Reporting Manager	Operations Manager - Technical Services
Working Hours	9:00 AM to 6:00 PM (Monday to Sunday - Full Week Working) with one hour lunch break
Probation Period	3 (Three) months from the date of joining

2. COMPENSATION & BENEFITS

Monthly Gross Salary	₹22,000/- (Rupees Twenty Two Thousand Only)
Payment Frequency	Monthly, on or before the 15th of every month
Mode of Payment	Bank Transfer to your designated account
Annual Increment	Performance-based, subject to annual appraisal
Overtime	Optional, as per hourly wages and company policy
Monthly Leave	2 (Two) paid leaves per month, can be availed anytime during the month

Additional Benefits:

- Paid Leave: 2 (Two) paid leaves per month, flexible and can be availed on any day of the week as per business requirements and prior approval from management
- Overtime Compensation: Optional overtime available at hourly rates as per wage structure
- 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 Site Supervisor at Trivanta Edge, your primary responsibilities will include, but are not limited to:

- Supervising and coordinating daily activities at project sites for automated parking system installations and maintenance
- Managing and directing teams of technicians, fitters, and other field personnel to ensure efficient project execution
- Ensuring all site work complies with safety regulations, quality standards, and company procedures
- Monitoring project progress and ensuring timely completion of assigned tasks and milestones
- Conducting site inspections and quality checks to maintain high standards of workmanship
- Coordinating with project managers, engineers, and clients to address site-specific requirements and concerns
- Maintaining detailed site reports, daily progress logs, and documentation of all activities
- Managing site resources including tools, equipment, materials, and manpower efficiently
- Ensuring proper implementation of safety protocols and conducting regular safety briefings for site personnel
- Resolving on-site technical issues and escalating complex problems to higher management
- Liaising with clients and addressing their concerns professionally to ensure customer satisfaction
- Training and mentoring junior staff members on best practices and technical procedures
- Performing any other duties as assigned by management from time to time

4. TERMS & CONDITIONS OF EMPLOYMENT

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.

4.8 Minimum Employment Period for Salary: Please note that salary will only be provided if you complete a minimum of 15 (fifteen) days of employment after your joining date. If you leave the company with less than 15 days of employment, no salary will be paid for the period worked. This condition is applicable to ensure commitment and to cover the administrative and training costs incurred by the company during the initial employment period.

5. DOCUMENTS REQUIRED

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

- Educational certificates and mark sheets (10th, 12th, Diploma or relevant 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

Please confirm your acceptance of this offer by signing and returning a copy of this letter along with the required documents by **October 31, 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

Authorized Signatory
Human Resources Department

ACCEPTANCE OF OFFER

I, **Rohan Rajput**, have read and understood the terms and conditions mentioned in this offer letter. I hereby accept the offer of employment as **Site Supervisor** 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:

Full Name: _____

Contact Number: +91 70285 65310

Email Address: rohan200420@gmail.com