**Instruction Manual and Declaration for New Joiner**

1. **About All Hive Solution**: started it's journey as non IT based business organization from last 14+ years and provides unique 30+ offline personalized service like E-commerce, Grocery, Energy, Entertainment, Health, E-Learning, Events Planning, Matrimonial, Wedding Planning, Jobs, News, Affiliate, Associate, Business, Consultancy, CSR, Franchise, Spiritual, Donation, Loan, Travel, Real Estate, Legal Support, Services, Vehicles, Promotion Code, Dating and many more, we are providing multiple services to our clients through our NON IT, **500+ Non IT** team members as employee of the ALL HIVE SOLUTION. We are now venturing into business profile from offline services to Online and all the above services along with Cryptocurrency AHS wallet, Cryptocurrency AHS Exchange, Cryptocurrency AHS coin and would very soon be available on our website which is expected by August/September 2021. Among 104+ proposed domain portals 32+ services are already implemented(are also in website and software under development mode).We are equipped with a team of professionals having an experience of more than 35 years who are dedicatedly engrossed in developing new strategies by constant learning and improving. Our team is driven by passion, integrity, innovation and sustainability that follow a strategic approach by using the latest techniques to engineer the best outcome for our esteemed clients.
2. **Mission and Vision :**We are currently expanding our wings in to the IT industry and planning to transform our non IT Company to an IT company. The two new verticals which we have added in our wide range of services are “**Block chain technology based Crypto currency and crypto currency exchange and Multi Level Marketing”**. The intent behind adding these verticals is being abreast with the latest market trends and providing a complete one stop solution for all customers needs. We are looking to provide more employable opportunities to the candidates who are willing to take up the mantle with an open mind and grow with the company. We are about to enter all the digital media platforms including LinkedIn, Facebook and Instagram . As the website is under construction we don’t take any responsibility for the authentication of the information provided. We are still in the process of content management, creation and updation. Details about us can be checked and verified on all government portals to maintain the authenticity of our reputed organization.  
     
   **2 Why should someone work at our company?**  
   All Hive Solution is a company with Friendly Creative Environment, and creates an Impact in the present corporate sector by providing professional career to all the Employees and the manager employee relationship builds the company to yield excellent results .We value our staff by giving importance to employees role, The Team, Work Life Balance and thereby creating a positive environment for all Employees.

All Hive Solution has one of the best and effective Hiring process. Benefits below

are provided according to the eligibility and designation of the employee as per the

Company policy :

* Insurance: Health and Medical Insurance.
* Leaves: Paid, Sick, Maternity & Paternity.
* Cab: Pick and drop facilities to the nearest location as decided by the Transport

department.

* Refreshments : Snacks (Tea, Coffee and basic Nourishments) can be availed

during office hours.

* Reimbursement: Expenses for mobile usage , internet connectivity etc., can be

availed as per the decision made by the management.

During any unpredictable circumstances or pandemic situations all the employees shall use their own infrastructure and required equipment/assets for doing the Company work, from home.

**3. Terms & Conditions:** We hereby, offer you an opportunity to work with us with the following conditions in place:

1. There are 6 working days during the entire week (negotiable for IT experts).
2. Due to ongoing or in near future any unpredictable circumstances or situations (like Natural Calamities, New Pandemic, War’s etc.) we advise you to work from the confines of your place of residence/home, until the normalization of the situation.
3. Beyond this you would be expected to join our office in Gurugram, Haryana or continue working from home depending upon the organization’s decision.
4. You would be assigned tasks which need to be completed in the stipulated timeline. During the lockdown the tasks can be assigned at late or early hours as well.
5. Once the office opens employees will work in office hours only.
6. Due to work from home facility during unpredictable conditions we have changed our New Employee / Trainee joining procedures. Hence you will have to follow all the new procedure of joining by completing and submitting the Joining Documents accordingly.

**4. Employee Training/ Probation period (0 to 180 days may be extended):**

Due to unpredictable circumstances or situations, we have transited into virtual hiring. Hence, we have introduced a program called **Employee Training/ Probation Program, which is for a period of 0 to 180 days and may be extended,** where potential Employee’s performance is being judged and evaluated based on the certain parameters which includes but not limited to the quality of work, response time, etc. We hope that you are the multi talented professional.

We intend to make your place firm within our organization on the very first day of your job by making you a part of our ever growing family. We believe the company grows faster with happy and satisfied employees and thus would appreciate that you join us if you are there in the long haul. It is our heartfelt desire to make you a permanent part of our reputed organization. **Note: We are looking for people who want to join on a permanent basis and not freelancers. Freelancers please don’t contact us.**

Within 31 days of joining The Management will define the salary (negotiable) and can be discussed as per your skills and abilities, yet there would be no commitment before analyzing your skills. We believe that each Employee has a certain skill set and experience and hence deserves a salary accordingly. Please mention the amount you think you deserve in the email. Salary will be paid based on your ability to justify your skill as per our discussion. Your efforts will be rewarded on the basis of: The quality of the work delivered with quality of response time etc.

You will be on probation till the unpredictable circumstances are normalized from the date of commencement of your service, which period may be further extended at the discretion of the company or situation, if required. Unless confirmed in writing, you will be deemed as a probationer under extended period of probation.

During the probation period, provided that your services have been found satisfactory, your appointment will be confirmed, in writing by the company. However we have a strict regime under which you are expected to work as an **Employee** depending upon the profile you were asked for the first 0 to180 days to get Employee Training/ Probation letter wherein your higher-ups will analyses and evaluate your technical and non technical skills. Employee Training/ Probation Period is mandatory to monitor your skills and abilities and to check if your actions justify your resume and your efficiency.

We would give you a variety of multiple projects or tasks or assignments to find out which role best suits you, your organizational skills and the ability to multitask, your designation is merely indicative of the responsibilities, and you may be required to carry out functions which are not directly part of your designation. You will be awarded for your efforts for the Employee Training/ Probation Period and your reward would be based solely on the quality of your delivery along with the response time (but will be based and not granted, on satisfactory and loyal discharge of duties and be withheld in case the standard of work and/or conduct is found sub-standard and accelerated if the same is found commendable at the sole discretion of the Company means the ALL HIVE SOLUTION Management Team).

**5**. Selection procedure and criteria of Trainee for IT or Non IT with 0-2 years experience will be going through the 180 days Internship program and will be under internship for period of 6 Months.

**6**. Selection procedure and criteria of an **Employee** with 2+ years experience will be going through the 180 days Probation program and will be under Probation for period of 6 Months.

**7.** The stipend/ salaries will be credited:

1. Between 16th and 31st of every month during any unpredictable circumstances or situations.
2. Between 1st to5th of the month during the normal situation (after any unpredictable situation).

**8.** In case if you are found misleading the organization with any fake information or duplicate resume/certificates then the organization reserves all the rights to take strict action against you. You are not allowed to share your salary details with any other employee or staff of the organization/company, as it's a breach of the organization policy. Organization has the authority to terminate your services immediately and to take severe actions against you if you are found breaking the integrity/privacy / confidentiality of the organization/company. During any unpredictable circumstances or situations these facilities / benefits cannot be availed by for any staff / employee / when they are working from home.

1. You are subjected to maintain the integrity /privacy / confidentiality of the organization/company by the usage of assets provided by the organization only for organizational use and not for private use. You are required to acknowledge that you are not joining the organization under any duress or pressure. The organization will not be accountable for any hurt event and so on.

**\*Note :Confidential document not to be misused / mislead / misconduct.**

1. **9. Welcome to the Team:** The following documents need to be submitted if you consent to the above mentioned terms and conditions to legal@allhivesolution.com. Also please mention your PAN card, Aadhar card, residential proof, Email ID and phone number in same sheet. All these documents and information need to be mailed to us in one email only (i.e. Instruction Manual , Employment Agreement, Probation Period agreement, Non Disclosure Agreement, Employee Consent declaration form and Confidentiality and Proprietary Information Agreement) that will be provided to you after confirmation of your acceptance. The below Documents are required to be submitted through mail:
2. Updated CV
3. Position applied for
4. Designation in the current company (if any)
5. Total years of work Experience
6. Total years of Experience in relevant position
7. Languages known
8. Latest Passport Size Photograph (Not older than 15 days)
9. Pan Card
10. Aadhar Card
11. Passport details
12. Driving License No:
13. Voter Id No:
14. Mobile No:
15. Alternate Mobile No :
16. Address :
    1. Temporary :
    2. Permanent :
    3. Postal code :
17. Email ID
18. Previous organization employment letters ( Preferably all documents duly signed )
    1. Offer/Appointment Letter b. Experience letter b. Relieving Letter
19. Current CTC
20. Expected CTC
21. Date Of Birth
22. Tenant contract ( In case of own residence any residential proof)
23. Contact Information and phone number
24. Copy of cancelled cheque or Bank account details like Account number, Bank name and Branch IFSC code
25. Notice Period if any, please inform us.

NOTE:

* Please send your queries to [hr@allhivesolution.com](mailto:hr@allhivesolution.com)
* Please send all the documents in single mail to [legal@allhivesolution.com](mailto:legal@allhivesolution.com)
* Employee required furnishing all documents and details in a single mail only.
* Please list the details of submitted documents in the mail
* All the documents should be signed and self attested

Best Regards,

Team All Hive Solution

**Note : This Document consists of 7 pages**