

Jaidev Mal And Sons

136, 2nd Floor Anand Nagar, Opp.Metro Pillar No-210,

Near Inderlok Metro Station, Delhi-110035

GSTIN/UIN: 07AMZPG7269G1ZC

To,

Mr. Kunal

H No:- C-94, Budh Nagar,

Inderpuri, Nearby Govt. Dispensary,

New Delhi – 110012

APPOINTMENT LETTER

Dear Mr. Kunal,

with reference to your application and subsequent interview you had with us, we are pleased to appoint you as E-**Commerce Executive**, on the terms and conditions mentioned hereunder:

1. You will report for duty on **11th October, 2021** failing which this letter of appointment shall be treated as withdrawn.
2. You will be paid monthly emoluments as under: **Annexure A**.
3. You will be on probation for a period of one year from the date of your joining. If your performance and conduct are found satisfactory, you will be confirmed. If not it will be deemed that your probation period is due for further extension.
4. In case your performance and conduct are not found satisfactory during the period of probation, the management is empowered to extend your probation till such date as management thinks proper

OR

Relieve you during or at the end of the probation period without assigning any reasons thereof.

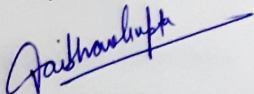
5. You will not be entitled to any paid leave during the period of probation, and confirmation leave will be granted as per company's rules, depending upon convenience exigencies of work in the company.
6. You will be governed by the provision of the Standing Orders of our company/ Model Standing Orders.
7. You will not be at liberty to take up any part-time/ full-time/ commission based job or take up further studies during your tenure of services with the company.
8. Your services are transferable to any new or running sister concern/unit or liaison office of the company anywhere in India. In case of such transfer, you will have to report at the place of transfer within 8 days of the issue of transfer order, failing which you will be considered to have relinquished your job on your own. After such transfer the rules applicable in concerned unit will apply to you.
9. You will work conduct yourself as per the order of superiors and maintain the decorum of the office while working in company.

10. You will not divulge any information as per the order of your superiors to anyone. Which may be prejudicial to interest of the company.
11. After confirmation this appointment is terminable by one-month notice or one month notice pay (Basic salary) from either side. However management hold prerogative to relieve or not to relieve before the due date by accepting one month basic in lieu of notice period.
12. You will submit all the copies of your certificates along with original for verification to HR Department while reporting on the duty.

OR

Please return the second copy of this letter duly signed by you in token of your acceptance of above terms and conditions.

We wish you all the best in your endeavor and look forward for your long association with the organization.



Authorized Signatory



For JALDEV MAL & SONS