



Appointment Letter

Date: 05.10.2022

Name of the Employee	Mr AMIT LAL SRIVASTAVA
Designation	ADMIN
Present Salary	18000/- Per Month
Address Mobile	624 KHA/1, MALHOUR STATION ROAD,RAJDHANI BANK, GANGA VIHAR COLONY,LUCKNOW-227105 70075 60600

Subject: Appointment Letter for the Post ofADMIN

Mr AMIT LAL SRIVASTAVA

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of **ADMIN** in our organization, with effect from **05.10.2022** on the following terms and conditions:

You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization.

Notice period from either employee or company after confirmation of employment will be a period of 30 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alternative person is employed.

Your employment is for Alert Intelligence Services Private Limited, Lucknow UP, but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.

You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time. During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

You shall retire from the services of the Company at the age of 58 years and for the purpose of calculating this age, the official records of your age with the company will be treated as final Second of your age.

It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization's functioning, finances and prospects and you shall be bound by the organization's decisions in this behalf.

You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge. After tendering resignation from the company, an employee needs to return all company assets such as laptops etc in his/her possession.

You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.



Please find the attached salary structure.

	Monthly CTC	Yearly CTC
Salary Break-up	18000	216000
Basic HRA Conveyance	7200	86400
Allowance Medical	2880	34560
Allowance Oher	1440	17280
Allowance EPF 12% ESI	950	11400
.75% TDS Gross Salary	3082	36984
Net Pay	1728	20736
	720	8640
		0
	18000	216000
	15552	186624

Your's faithfully.

For Alert Intelligence Services Private Limited

Signature

Sanjay Kumar

HR & Recruitment Manager

Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

(Signature and Date)
Mr AMIT LAL SRIVASTAVA

This is computer generated so signature not required.