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ADITYA FUELS LIMITED

Head Off.: 1

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Offer letter for selection as ‘ Sr. Officer’

Ms. Anuradha Sharma   
H. No. – E -95,Patparghanj,   
Mayur Vihar,   
Delhi - 110091

Contact No. : +91 8394888007 E-mail Id.: anucs.sharma@gmail.com

Offer letter for selection as ‘Sr. Officer’

With regard to your interview session held on 03rd February, 2018 in which you appeared in front of

Selecting Committee. We appreciate your presence in Respect of above. We would like to inform you

that, your selection on probation as‘Sr. Officer Accounts & Corporate Affairs’ has been confirmed

after your appearance before selection committee on the following terms and conditions -

Your total monthly compensation will be as under :-

Fixed compensation : **Rs**. = **30000/ per month** (Thirty Thousand only).   
Variable compensation : As applicable determined by co. from time to time if any.

You will not be entitled for any other reimbursement of expenses or remuneration in addition to above

compensation.

You have to put your utmost efforts to encourage marketing, sales & image of the company and fulfill

the job targets and expectations as per guidelines of the Company.  
Income Tax if applicable will be deducted as per law.

The Company is in the process of framing its HR/Compensation policies. Subsequent to that, yours   
salary may be split into basic and other allowance / perquisites without any reduction in total salary.   
The said appointment shall be governed by the Service Rules and conditions being framed or may   
subsequently be applicable in the company from time to time.

You are required to join in the first instant at Company’s regional office at : Plot No: 8,1st Floor,

Shankar Vihar,Vikas Marg, Delhi 92, however shall be transferred temporarily or permanently for duty   
anywhere in India or abroad, depending upon the needs of the AFL/co.

You will be on probation initially for three months from the date of joining, which can be extended in   
multiple of six months after Satisfaction of your performance and at absolute discretion of company.

On satisfactory completion of the probationary, you will be confirmed in the Company’s service by   
appointment letter in writing, subject to your performances found satisfactory by the company.

During the period of probation or extended period of probation, if any and until you are expressly   
confirmed in the service of the Company in writing, your services are liable to be terminated by 15 days   
notice or payment of 15 days emoluments in lieu thereof.

10. If you desire to leave the service of the Company, either during the period of probation or after

confirmation, you shall be required to give Fifteen days’ notice in writing to the Company.

11. Before joining your duties, you are required to submit us the photocopies of following documents/

certificates in original along with three photocopies duly attested):-

i. Certificates in support of your educational qualifications from SSLC/ Metric onwards (including

Degree / Post Graduation Technical & Professional qualifications) along with mark sheets for each   
year semester.

ii. Experience certificates

iii. Medical certificate of Physical fitness from a Registered Medical Practitioner at the time of joining   
iv. Relieving order from your immediate past employer

v. Three passport size recent color photographs

vi. Copy of PAN Card / Voter Id. / Passport

vii. Proof of Permanent Address

12. You will be bound to observe strict secrecy in regard to the dealings of the Company and its

customers.

13. If the above terms and conditions are acceptable to you, please give us in writing your unconditional

acceptance on the duplicate copy of this letter to reach us within a fortnight from the date of this offer   
letter.

14. If the Company does not receive an unconditional acceptance within the stipulated time, the

appointment offered to you will be treated as withdrawn and cancelled.

15. You are required to indicate your date of joining, which should not be later than 20th February,

2018. In case you need more time, you may seek specific permission, giving the reasons.

Yours faithfully,

For ADITYA FUELS LIMITED

SR. MANAGER - HR

I hereby accept your offer of appointment on the terms and conditions mentioned hereinabove and I   
hereby undertake to join Company on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018.   
   
Date:   
Place: Delhi

ANURADHA SHARMA

NOTE:

*Please return to us this copy after signing above as token of your acceptance the appointment.*