

Name: Mr. Bubun Maji
Mobile No: +91- 8918872740
Email ID: bubunmaji800@gmail.com

Date: 06th February '2024

Subject: Offer Letter

Dear Mr. Bubun Maji,

Congratulation on getting selected as **Technician (Elec)** with us and this is an offer letter confirming the same.

You are expected to join on or before 15th February, 2024 and will report at your base location at the Siliguri. The job location is rotational and transferable with due notice and other terms and conditions. Your CTC as set based on the discussions and other informations shared by you at the time of interview is INR 3,00,000/- per annum (Rupee Three Lakh). The detailed breakup will be provided to you in your appointment letter which is subject to standard government norms and clauses.

The standard leave policies and guidelines will be given to you with appointment letter that you will be allowed. However, this is subject to modification and revision based on your working location, geographical area and other factors.

We take great pleasure in welcoming you to our organization and sincerely hope that your journey with ALEXIS will be mutually beneficial.

During your tenure with ALEXIS TELECOM PVT. LTD. you are not be permitted to undertake any part time or full-time employment or service offer with any employer, nor will be allowed to join any such office or occupation or place of profit or alike where the service nature and knowledge, qualities and experience, skill set and other requirements are same as desired by our organization and that the organization, person or group or any form of business entity that is getting benefited from your effort compete directly or indirectly from ALEXIS TELECOM PVT. LTD.

The working conditions and environment changes from time to time and is subject to different factors which you are bound to accept and comply during your tenure of services with us.

ALEXIS TELECOM PVT. LTD. is an evolving organization which ensure quality at every step and commit to work with a team of qualified people and in the that process we always insist our team to upgrade their knowledge and skill set and that is subject to regular assessment which is a major criterion for our continuance of terms of this offer and appointment.

This offer letter is set forth with certain general understanding that applies to all working with ALEXIS TELECOM PVT. LTD. which will be elaborated in the appointment letter:

- a) Confidentiality Clause
- b) No political or unrest creation
- c) No caste, creed, colour, race, region or religionism

The Appointment Letter will be shared with you within 30 days of your joining the organization till that time the offer letter stands valid and standard terms and policies of organization stands applicable to you.

We hope you will find this offer acceptable and wait to welcome you to the Alexis Telecom Pvt. Ltd.

Please accept the offer letter as your understanding and acceptance of the terms and conditions set forth for your employment with us and please arrange to deliver a copy of this acknowledgement confirming the same along-with the documents as per Annexure as applicable in your case.

We wish you all the best,

Thanking you,

For Alexis Telecom Pvt. Ltd.

Place: Kolkata

Date: 06-02-2024

Annexure 1

You are requested to submit the following documents prior to or at the time of your joining:

- Photocopy of Identity Card carrying your photograph (preferably Aadhaar Card)
- Photocopy of Permanent Account Number (PAN) Card
- Photocopy of Residential Address Proof (Voter Card/ election Card, Passport, Aadhaar Card)
- 04 Stamp-sized photographs.
- Photocopy of Cancel Cheque or Bank Statement (Existing Saving Account)
- Copy of Release Letter from your present/last employer.
- Details of your last salary drawn.
- Copies of your date of birth certificate, educational and professional qualifications.
- UAN No. and ESIC Employee Code, if any