**Read Carefully!**

**Company Experience Letter T&C**

**Please read the below points carefully otherwise your experience letter will be cancelled without any notification**

1. Do not call on the company numbers given on the letters or on website.
2. Do not use the company name in any social networking sites like: Facebook, Twitter, LinkedIn, Orkut & Google+ etc.
3. Do not use company name in Email Signature.
4. Do not disclose the company name with in Croma Campus (P) Ltd.
5. Do not change the Date of Joining, Salary etc., if any change is required please contact to Croma Campus not directly to Company.
6. Please fill the documents carefully; any Changes in the documents will be chargeable (50% of your total fee).
7. Whenever you will submit the documents with any company, please take the latest company details like: Address/Contact Number/HR Name/HR Email/Company Contacts etc.
8. Fill the details in the BGC form those are mentioned in the “Frequently Ask Questions”.
9. **15 Days Amount of CTC** will be paid at the time of Acceptance of Resignation/Relieving Letter/Verification.
10. If you need any other document like (salary slips|relieving letter|any change in the existing document) at least 10 days will be given by the candidate.
11. Always share your latest contact details with Croma Campus (info@cromacampus.com) with subject line like : Candidate Name|Company Name|Employee Id

If any clarification is required please talk to Mr. Manoj Sharma.

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| **#** | **Frequently Ask Questions** | |
| 01 | Company Name | Promien Consultancy Services (P) Ltd. |
| 02 | Company Website | http://www.promienservices.com/ |
| 03 | Company Strength | Approx: 10-15 |
| 04 | Hierarchy in your Company | Trainee > Associate Engineer > Engineer > Sr. Engineer > Team Lead > Manager |
| 06 | Domain of your Company | CAD Designing |
| 07 | Notice Period | 30 Days |
| 08 | Company Location | H-146/147, First Floor, Sector 63, Noida, UP- 201301, India |
| 09 | Reporting Point of Contact | Team Lead |
| 10 | Name of the colleague working with you. | Please use your friends name for reference.  Company does not give any employee reference. |
| 12 | Company Phone Number | +91- 8130-265-996 |
| 13 | Year of Establishment | 2012 |
| 14 | Company Owner Name | Mr. Brijesh Kumar |
| 15 | Your Email Address | FirstName.LastName@promienservices.com |
| 16 | Department | Technology |
| 17 | Supervisor/Lead/Manager Name | Pawan Dixit |
| 18 | Supervisor/Lead/Manager Job Title | Manager |
| 19 | Supervisor/Lead/Manager Phone No. | +91-9711277666 |
| 20 | Supervisor/Lead/Manager E-Mail Id | Pawan.Dixit@promienservices.com |
| 21 | HR Manager Name | Mr. Ravinder Pal |
| 22 | HR Manager Phone No. | +91- 8130-265-996 |
| 23 | HR Manager E-Mail Id | hr@promienservices.com |
| 24 | Resignation Email Address | hr@promienservices.com |
| 24 | Mode of Salary | Self Cheque (Not Account Payee) |
| 26 | About Company | Please refer: www.promienservices.com for more details. |

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