

**Training and Placements**

**Sub: Offer & Appointment**

**Date: 14-Nov-2021**

# Dear Bandari Bavana,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to offer you a career with RSV Group. Please accept our heartiest congratulations. If you accept this offer and join our services, you will be designated as **“Technical Associate”.**

Your employment will be subject to the Standard Terms and Conditions of Employment of RSV Group and will be governed by various policies, rules and guidelines of RSV Group. It will also be guided by the core values and beliefs of RSV Group. The overall compensation offered to you is **Rs. 2,20,000.00/-** per annum.

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Your employment will commence on or before **Nov 22 2021.** On the date of your joining, you are requested to meet the HR at 9:00 am to complete the joining formalities at RSV Group, Hyderabad.

On the following terms and conditions in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1.

# Performance Review

Your performance shall be reviewed initially for the first month, wherein the feedback will confirm on the continuation of your employment with RSV Group.

In case of any termination in the stipulated time frame on account of non-performance, the company shall not be liable to make any payments or settle any form of claims towards you.

# Performance Appraisal

Your performance shall be reviewed at regular intervals and assessed on the completion of twelve months or at such other time as the Management may decide of your salary hike on the basis of effective performance results. **Posting & Transfer**

Your initial posting will be at “Hyderabad”. However, your services are liable to be transferred, at the sole discretion of Management, to any department/section, location, subsidiary, at any place in India, which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

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# Probation

You will be on probation for a period of one month. The period of probation can be extended at the discretion of the management and you will continue to be on probation till an order of confirmation has been issued in writing.

# Leaves

The Company provides with 18 paid leaves for every calendar year, wherein the same are reimbursed at the end of the calendar year if not availed.

# Full time Employment

Your position is a whole-time employment with the company and you shall devote yourself exclusively to the business interests of the company. You will not take up any other work for remuneration (part-time) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder/ debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company.

# Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

# Background Verification

Your appointment at RSV group is subject to the satisfactory completion of your background reference check which includes verification of your past employment details based on the documents/ information furnished by you and verification of all other documents submitted by you as reference for your educational qualifications or any other credentials.

In case, you are unable to furnish necessary documents or information required for completing your background reference check or in case you furnish any misleading information or false documents, RSV Group Reserves the right to terminate your Offer irrespective of anything to the contrary in the company policies.

# Notice Period

On resigning during probation from the services of RSV Group. You are required to serve a notice period of 30 days and after being confirmed the notice period to be served is of 30 days as per the policy of resignation and as applicable at the time of departure. In case of shortfall of notice period the relieving and associated process of an individual will be solely Company’s decision.

After completion of your notice period, company requires 15-30 days of time for your final settlement which includes your salary, experience letter or any other documents.

# Rules and Regulations

You will be subject to all rules and regulations of the company that are in force and shall abide by them until in employment with the organization.

# Termination of employment

During the probation period and any extension thereof, your services may be terminated by either side by giving one month’s notice. The Company may, at its discretion, choose to terminate your services with till date Salary in lieu of notice period.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property/asset, which may be in your possession.

**Confidentiality**

1. You agree to sign and be bound by the terms of the Non -Disclosure, Non-Solicitation and Non- Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter.

1. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time.

1. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.

# Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate], Consolidated Marks Memo, Intermediate Memo, SSC Memo.
2. Passport size photographs (4 copies)
3. Previous Company Experience Letters, Pay slips, Resignation acceptance letter, offer letter.
4. Aadhar card, Pan card, Driving license/ Voter Id card.
5. Current address proof and Permanent address proof.

**ANNEXURE – I**

**Salary Breakup Sheet**

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| Name | **Bandari Bavana** | |
| Designation | **Technical Associate** | |
| Description | **Monthly Gross (INR)** | **Annual Gross (INR)** |
| Basic | 5850.00 | 70200.0 |
| House Rent Allowance | 3840.00 | 46080.0 |
| Special Allowance | 4519.00 | 54228.0 |
| Medical | 1250.00 | 15000.0 |
| CCA | 1524.00 | 18288.0 |
| Conveyance Allowance | 1350.00 | 16200.0 |
| **Total Cost to Company** | **18,333.00** | **2,20,000.00** |

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Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter.



Candidate Signature: