

Rinex/2019-20/Pooja



Date: 1/02/2021

Name: POOJA

Designation: Business Development Trainee

Dear candidate,

Welcome to RINEX. Apropos to your application for the post of Business Development trainee and subsequent to our discussions we are pleased to offer you the position of **Business Development Trainee**. The date of your joining us is 1/02/2021 at the following terms of engagement as outlined below.

Work - You will perform all duties and obligations and comply with such orders as may be designated by the Company management which are reasonably consistent with your position.

Training - Whenever the management of the Company considers it necessary, you will be provided on the job training for a specific job and. You shall endeavor to put in your best to gain the knowledge and skills imparted during the training sessions.

Documents -Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining RINEX. You may also need to submit other documents such as Company deems fit from time to time

Working hour : 9.30 AM TO 6.30PM

19-20

You fail to abide instructions from your superiors, unauthorized absence, disloyalty, misconduct, non-performance and if any disciplinary action is taken against you

5. Salary division:

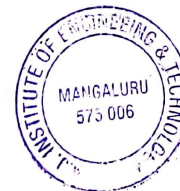
- 2 month probation period
- 7days of training
- 1st month INR 10,000/Month
- 2nd month INR 15,000/Month
- From 3rd INR 20,000/Month
- Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

This appointment is made on the understanding that all the information given by you are correct, true and complete. If it is found at any time that the information given by you is not correct/true/complete, this appointment may be withdrawn or may be terminated at any time after you have taken up employment

Acceptance – You hereby accept the terms of employment and company policies. Please sign the offer letter and return us one copy.



Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006