

03<sup>rd</sup> June'2015

To,  
Mr. Rakesh Dubey,  
Rk1-251,  
Post-Sindri,Rohrabandh,  
Dhanbad,  
Jharkhand-828122.

### **OFFER LETTER**

Dear **RAKESH DUBEY**,

Further to our discussions with you, we are pleased to offer you appointment in our company on the following terms and conditions:

Designation	:	<b>Sr. Officer</b>
Post	:	Safety Officer
Location	:	Base Location: Client Power Plant LPGCL site, Location at Lalitpur, Uttar Pradesh (U.P.)
Terms of Appointment	:	Regular
Probation Period	:	6 Months
Date of Joining	:	<b>On or Before 08<sup>th</sup> June' 2015</b>
Reporting to	:	Plant In-charge
Total Compensation	:	As per the Discussion
Other Terms & Conditions	:	As per company policies and procedures, this will be provided to you along with the appointment letter.

- 1) This offer letter is issued on the understanding that all the information given by you in your resume and during the interviews is correct, true and complete. If it is found at any time that the information given by you when seeking appointment is not complete and true and/or you have knowingly suppressed any significant information, the Company will have the right either to withdraw this letter before you join the Company or terminate your appointment with the Company at any time and without any notice or compensation after you have taken up service with the Company. You will also provide reference of two persons, with whom we reserve right for verification.
- 2) Notwithstanding anything contained in this letter, if in the opinion of the Company, you have been found indulging in acts of misconduct, misbehavior or have been convicted for an offense involving moral turpitude or have lost the confidence of the Company or have acted in any other manner derogatory to the interests of the Company, the Company shall have the right to terminate your services without any notice, and the decision of the Company shall be binding and final.
- 3) The service from the Company is terminable by giving **ONE** month written notice, or one month's fixed salary, in lieu of notice, by either side during the probation period. On confirmation, the applicable notice period will be **TWO** month(s). The company reserves the right to accept salary in lieu.

- 4) A detailed appointment letter, with detailed remuneration structure will be issued to you on your joining. At the time of joining, you are required to submit
  - a. Documentary evidence in proof of your date of birth, original signature, photo identity; three copies of photographs
  - b. Documents in support of your academic and professional qualifications (in original and copies). Originals will be given back after review.
  - c. Relieving letter, latest salary slip from the previous organization.
  - d. Form 16 (TDS Certificate) from previous employer.
  - e. Evidence of your blood group.
  - f. Updated resume.
- 5) The term of employment may be subject to continuity and renewal of the contract we have executed with the Client.
- 6) Please return to us the duplicate copy of this letter duly signed within 2 days as a token of your acceptance of the above terms and conditions and confirming the exact joining date. This offer letter stands automatically withdrawn otherwise.
- 7) We welcome you to Feedback family and look forward to a mutually rewarding association.

**Thanking you**

**Yours faithfully**



**M.Viswanath Reddy**  
**Sr.Executive-HCD**

I accept the offer subject to the terms and conditions as specified above. I shall join duty on or before

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**Signature**

**Name**

**Date**