

**Personal & Confidential**

Date : 24<sup>th</sup> January 2020

**Ms. Sunhara Sanskriti**

**Centurion University**

**Career Offer**

Dear Ms. Sanskriti,

We take pleasure in inviting you to join ILLUMINATI GROUP as Executive Trainee.

1. This appointment will be effective on or before **Feb 5<sup>th</sup>, 2020**, subject to terms and conditions detailed below. A formal induction will be imparted to help you understand your work profile, details of which will be shared subsequently.
2. You shall be on a training period of 3 months from date of your joining the services. The management reserves the right to extend this probationary period, if it so desires. Illuminati Group reserves the right to terminate your services during the probationary period without assigning you any reason or giving you any notice.
3. The details of your remuneration during the 3-month training period are
  - a. Consultancy Fees : Rs. 15000 Per Month
  - b. Meals Reimbursement : Rs 4500 Per Month
  - c. Conveyance Reimbursement : Rs 3000 Per Month
  - d. Mobile Reimbursement : Rs 1500 Per Month
  - e. Stationary : Rs 1000 Per Month
4. On successful completion of your probation period, if the performance reports are satisfactory, you will be confirmed as Assistant Manager and would be eligible for a revised pay structure which will be intimated to you in writing. Terms and conditions of employment will be communicated thereof.
5. You are required to deposit to a sum of Rs. 10,000 (Rupees Ten Thousand) as security deposit. The same will be refunded back at the end of successful completion of your three month's probation period with an annual interest of 10%. In the unlikely event of candidate discontinuing the services before completion of three months, the deposit will be forfeited.
6. The relationship between the company and you being employer-employee is entirely governed by this appointment letter/contract and no statute or awards or any other instruments shall govern the same.
7. You shall hold yourself in readiness for any training at any place or places whenever required.
8. You shall not lend or borrow money within the company.
9. If you are required to contribute any works, inputs in addition to work assigned to you shall not be paid extra for the same.
10. Except on holidays as notified from time to time by the company, you shall attend to work regularly and devote to your duties the whole of your time and attention.

ILLUMINATI OIL GROUP

3<sup>rd</sup> Floor, Innov8 Orchid Center, Sector 53, Gurgaon. Haryana – 122002

Email : [info@illuminatioil.in](mailto:info@illuminatioil.in)

Ph : 8377001401

ILLUMINATI OIL GROUP

3<sup>rd</sup> Floor, Innov8 Orchid Center, Sector 53, Gurgaon. Haryana – 122002

Email : [info@illuminatioil.in](mailto:info@illuminatioil.in)

Ph : 8377001401

11. Your assignment will be attendance-based subject to minimum achievement of defined parameters for considering the attendance. The same will be communicated to you by your reporting manager. You will be reporting to **Mr Subhank Rajguru, Vice President Sales** in the **Fund Collection** activity for the managed trust of the company **“CITIZENS WING FOR MARTYRED ARMED FORCES FAMILIES TRUST”**.
12. Since the profile will involve cash handling and maintaining proper receipt books accountability, it is hereby understood that you will work with complete honesty, integrity and selflessness to complete the assignment.
13. Clauses of Termination
  - a. In the event you are found guilty of wilful subordination, disobedience, illegal strike, negligence of work, theft, fraud, dishonesty, damage to goods and properties, illegal gratification, taking/giving of bribes, drunkenness, indecent behaviour, intoxication, indiscipline, gambling, eve teasing, sexual harassment, unauthorised possession of lethal weapon, you may be terminated immediately and will not await process of jurisprudence.
  - b. During the probation period either party may terminate the services without assigning any reason giving 1 week notice.
14. We work in a 6 day a week work schedule. You will be entitled to 2 days of paid leave every month over and above the list of national and optional holidays.

We welcome you to our organisation and look forward to a long and fruitful association with you and hope you will find your employment with us a rewarding experience.

Yours Sincerely.



For,

**ILLUMINATI GROUP**

**Pankaj Deogra**

**Group – HR | Dubai**

#### **ACCEPTANCE**

I have gone through the aforesaid letter with clause of appointment and have fully understood the contents and intend of the above said documents and all terms and conditions given in it are fully satisfactory and acceptable to me, and they are binding on me.

I accept the terms and conditions of employment hereinbefore provided by signing and returning the duplicate copy of this letter.

Signed and Accepted