

2019-2020 9

molex

Ajay B Patil
Chinchali Post
Raybag Taluk
Belgaum District – 591217

Date: 10 Jun 2021

Dear Ajay,

APPOINTMENT LETTER

With reference to your application for trainee position in our organization and the subsequent interviews you had with us, we are pleased to offer you the position of "Trainee, Trade & Customs" at Molex India Business Services Private Limited. The duration of the training would be for a period of one year.

Terms and conditions of your training would be as follows:

1. You will initially be paid a base salary as per Annexure 1. Your salary may change from time to time upon review by the company at its discretion, to take into account any change in your job responsibilities or status, the performance of the Company, and any other criteria as the company may determine from time to time, and this agreement will continue to apply irrespective of the same.
2. You will be governed by the specific terms and conditions such as Basic Salary, Allowances, and Benefits structure, Service Conditions, Rules and Regulations etc. as stipulated by the Management from time to time for this Company.
3. Your appointment entails the following perquisites and benefits with specific norms elucidated below:
 - a) **Provident Fund**
Company will contribute an amount equivalent to 12% of Basic salary as Provident Fund and Family Pension Fund contribution.
 - b) **Medicare Program**
You shall be covered under Health Insurance Scheme under the Group Medical Cover (GMC), Group Personal Accident Insurance (GPA) and Group Term Life (GTL) Schemes as per company policy.



Extramarks Education India Private Limited

D-180, Sector-63, Noida, U.P. - 201301, India

Ph. : +91-120-4175300

Date : 07-Feb-2020
Name : Ajay Patil
Location : Karnataka,
Address : Belgaum, Belgaum, Karnataka - 590001

Dear Ajay ,

Subject : Offer letter of employment as **Business Development Executive**.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **10-Feb-2020**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <https://careers.extramarks.com/index/filldetail/refId/MjQ1Mzc2NzQ=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **10-Feb-2020**.

Accepted

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.

Ph. : +91-011-40392333 / Fax : +91-011-23733114/ CIN : U80900DL2015FTC283323 / www.extramarks.com