



Dear Mogali Umadevi,

Congratulations!! We are happy to inform that you have been selected as Graduate Engineer Trainee at Biztraction Logistics Pvt Ltd for a period of 6 months on the following terms and conditions:

Your stipend during training period would be Rupees 6000 (six thousand) per month. You are required to report on 20<sup>th</sup> November 2017 and the working hours would be 9:00 Am - 5:00 pm, 6 days a week from Mon-Sat. Leave of absence would not be permitted except for personal contingencies or for academic requirements informed to us by your College authorities. During the initial training period you would be operating from our office near Kakinada.

During the training period either party can terminate this arrangement by giving one-month notice or pay without assigning any reasons.

This offer is valid for Training period and an official confirmation of your appointment would be communicated to you, subject to availability of vacancy and your performance during the training period and completion of your academics successfully.

Your duties during training will include efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As a trainee of this Company, you will maintain a high standard of loyalty, efficiency, integrity.

The Management will be within its rights to transfer you during training where the company has an office.

You will devote your whole time and attention to the interest of the Company during training period and will not engage yourself in any other work.

During the course of training you will come to know about the business strategy, plans and other sensitive information. You must not divulge any such information relating to business to general public or competitors and any violation would be viewed seriously and all damages would be recovered from you in addition to initiating legal action.

During the training period, you shall not violate laws of the land.

Your appointment is being made on the basis of your particulars such as qualifications etc. as given by you in your application and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or payment in lieu thereof.



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Your address, as indicated in your application for appointment, shall be deemed to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you.

In case there is any change in your residential address, you will intimate the same in writing within three days from the date of such change and get such change of address recorded.

You will be bound by the rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your terms of employment.

Please communicate your acceptance to this offer on or before 10<sup>th</sup> November 2017.

Please report to Jaya Mantha for your document verification and orientation on 20<sup>th</sup> November 2017 at 9:00 Am. Please carry your SSLC, Intermediate and Degree certificates, Aadhar and PAN card with you for verification.

We are confident you would be able learn and contribute during training period.

Regards,

Jaya Mantha

Manager Business Excellence.

Biztraction Logistics Pvt Ltd

**I hereby accept & abide by the Terms & Conditions.**



  
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