

DATE- 29/04/2022

OFFER LETTER

**To,
As Per Attached List.**

With reference to your application and subsequent interview, we have the pleasure to inform you that you had been appointed as a **MACHINE OPERATOR** with our organization, with following terms and conditions.

Your appointment will effect from 15/05/2022 and be paid a salary of **Rs.10991/-** per Month as **CTC** inclusive of all subject to your regular attendance on duty.

You will be on a probation period of 6 months and based on your performance efficiency and effectiveness, your service may be confirmed. However, the company has every right to extend your probation if they feel necessary. You are eligible to enjoy the benefits of Company's leave rules on your confirmation on the company's service.

Responsibility:

You are responsible to report directly to your Department Head.

Your responsibilities are to understand the quality policy, implement & maintain the system, ensure & demonstrate knowledge of site level policies & procedures related to activities. You are also responsible to maintain necessary records based on your assignments of works performed.

During the period of your employment with the organization, you will devote full time to the work of company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or kind or otherwise without the prior written permission of the company.

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absent from duty or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your service may be terminated without notice.

Job Profile-

- To operate machine like Hobbing/ shaving/ shaping/ or other machines in gear cutting processes
- To do quality check of the parts produced at our machine
- Arrange all the material in proper racks or trolley allocated.
- To match up the production cycle time allocated to you.
- Have to operate two machines based on the cycle time if allocated accordingly.
- Machine cleaning as and when instructed, shop floor maintenance and material movement

The above points are just a brief work profile and may have to carry the work as instructed by your immediate reporting authority on the field.

*Machine allocation will be done based on your performance in the induction training.

Job timings –

You will be working in 8 Hrs weekly rotational Shifts as below –

1st Shift – 06.00 AM to 2.00 PM

2nd Shift – 02.00 PM to 10.00 PM

3rd Shift – 10.00 PM to 06.00 AM

Requirements for Joining:-

- 1) Age should be 19 year or above on the date of joining.**
- 2) You should not have a backlog or any semester exam pending**
- 3) Documents List (ID Proofs, Educational Certificates, Bank Passbook, 7 photos).**

This appointment letter is issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussion. If it transpires that you have made false statement, that the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

In any case if you desire to leave your employer, you have to submit one month advance notice in writing through your HOD and clear all debits/credits before the expiry of time limit of your leaving.

You are advised to sign and return the duplicate copy of this letter as a token of your acceptance.

With best wishes,

For Synnova Gears & Transmissions Pvt. Ltd



Authorized Signatory

Name of Employee:

Signature of Employee: _____

Annexure

SALARY STRUCTURE	
Particulars	Amount ITI
Basic	9134
HRA	0
Conve. All	0
Other Allowance	0
Gross	9134
Deduction Part	
Employee Pf	1096
Professional Tax	0
Total Deduction	1096
Take Home Salary	8038
Other Benefits	
Employer PF	1096
Bonus	761
Total Benefit cost	1857
Total CTC (Cost to Company)	10991

- Bonus will be paid on Diwali (on basic salary).
- Bachelor accommodation will be provided on sharing basis.
- One-time food will be provided at 50% cost (22.5 rs/token)
- Night snack provided free of cost.
- Transportation facility provided free of cost.

➤ **List Of Selected Candidates :-**

Sr no.	Candidate Name
1	SOMNATH BAURI
2	KRISHNA PADA KUMBHAKAR
3	RAJA CHAKROBARTI
4	AKHTAR ANSARI
5	PRIYARANJAN LAYEK
6	SAUVIK LAYEK
7	MUKHTAR ANSARI
8	MADAN MAJI
9	SUJOY LAYEK
10	SAURAV MAHATO
11	ANIMESH MAHATO
12	KUNAL MAHATO
13	GOURI SHANKAR SAHIS
14	DEBARGHAYA MAHATO
15	KANCHAN RAJAK
16	ASHINATH MURMU
17	BIKASH BAURI
18	KALIM ANSHARI
19	BISHNU KUMBHAKAR
20	RAJESH GHOSH
21	SRISHTIDHAR KUMBHAKAR
22	SANDIP PAUL
23	SANDIP MAHATO
24	SHARAM CHAND MAHATO
25	SACHIN MAHATO
26	BIKASH MAHATO
27	BHASKAR MAHATO
28	ALOK KUMAR MAHATO
29	BISWANATH HEMBRAM
30	BARUN MAHATO
31	DULAL MAHATO
32	KAILASH MAHATO
33	MD SAHIL