



# Lotus Centre for Professional Studies & Research

Innovating Business Leadership

## Appointment Letter

**Date :** 15/01/2016

**Dear Ms.** Harvinder Kaur Gyan Singh Katwal,  
Flat No. 1 & 2, Bldg No. D, Jabinda Estate,  
Opp. Dexanagar, Shahmura,  
Aurangabad.

With reference to your application and subsequent interview with us, we are pleased to appoint you in our **Software** Division as **Management Trainee** at **L6** level on the following terms and conditions.

**Date of Joining:** You have joined us/You will be joining on **15/01/2016**.

**Place/Transfer:** Your present place of work will be at **Aurangabad**, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Organisation's Projects or any other establishment in India or outside, at the sole discretion of the Management.

**Probation/Confirmation:** You will be on a Probation period for the One year. Based on your performance your services will be confirmed with the Organisation in written after One year.

During the probation period your services can be terminated with 15 Days notice and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed.

**Notice Period :** Once you are confirmed the notice period would be of 1 month on either side. The Organisation reserves the right to relieve you before the mandatory 1 month of notice period in lieu of salary as appropriate.

Absence for a continuous period of Three days without prior approval of your senior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

**Salary:** Your Annual Total Employment Cost to the Organisation would be **Rs. 160020/- (One Lac Sixty thousand and twenty only)** the details of which is given in the Annexure attached below.

Your roles and responsibilities and KRA's will be given to you by immediate senior.