

First Fly Corporate Management Services Aurangabad

(A Biggest Recruitment Firm 600+ Job Fairs / Campus Drives 1 Lakhs Student’s Placements in Pan Maharashtra)

**Offer Letter Date 12/01/2018**

Dear Nilesh Shelar,

That last interview went really well. We are just a few formalities away from gating down to work. Please take the time to review our offer. It includes important details about your compensation, benefit and terms and conditions of your anticipated employment with First Fly Corporate. We are pleased to offer you a position of Human Resource Process Recruitment Officer the Company, effective 10 December 2022, on the following terms and conditions:

1. Your reporting and responsibilities will be advised to you by your Departmental Head or any person nominated by him/her. It is expected that you will discharge your assigned responsibilities with high standard of performance, quality, integrity, and discipline.

2. You will be on probation for a period of six months from the date of your joining. The probation period may be extended for such term as may be considered appropriate by the Management. Upon satisfactory completion of your probation, your services will be confirmed by written order with the Company. However, your services are transferable to any Section/Department, Location, Office, Associate or Sister Concern or Subsidiary at any place in India or abroad, whether existing today or which may come up in future, at any time at the sole discretion of Management. In such case, you will be governed by the terms and conditions of the services applicable to new placement/location.

3. During the probationary period and any extension thereof, your services may be terminated on either side by giving one-week (7 days) notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one-month notice or salary in lieu thereof. Upon termination of employment, you will also return all company property, which may be in your possession. It would be obligatory on your part to get a proper relieving letter from the Management before your services are deemed to be concluded.

4. You shall, while in the services of the company, devote your full time and attention exclusively for the Company’s work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.

5. You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof, and service rules of the Company as in force and/or amended from time to time. Your appointment is subject to your being medically sound and remaining medically fit. You shall automatically retire from the services of the company on attaining the age of 58 years.

6. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation. You are requested to sign this letter, signifying your acceptance of the same, for our records.

7. You have Paid Holidays 05, Casual Leave 05, Personal Leave 05, Medical Leave 10, it will calculated after completion your probation period. At the time of probation period if you leave the company your 15 days salary deducted as training period. After completing the first year 25 paid leaves will applicable for each year.

8. Your appointed as Human Resource Officer for the Human Resource Process Recruitment for job fair and campus drives. You need to travel in pan India for the participating in campus drive or job fair. Travelling expenses and hospitality given by the company. If we get satisfied performance of working so we will think to decrease the probation period and hike the salary.

9. Your salary is calculated on 30 days scheduled. Job fair incentive 500 rupees on each job fair, if you recruit 100 people from same job fair so 200 additional incentives. Monthly business goes upper than 35000 you get the business incentives 7% extra. On 25 days duty you will get 1000 rupees attendance bonus. On registration of 350 rupees you will get 50 rupees incentives per registration. On time duty incentives is 1000 rupees, it will calculate on 24 days on time in & out of official time. On 30 days complete duty with 80% work performance 2000 rupees as Best Performance Bonus. If you work from home on Data Basic each 15,000 numbers you get 1000 rupees extra incentives. On complete 100% work performance 35 rupees each day Energy Incentives extra.

10. In office hours you don’t have permission to use your personnel mobile phones. Don’t spread the official number to your personnel contacts. If you not found single time with your personnel mobile phone in duty time you will get Mobile Incentives 1000 rupees. We found your personnel mobile phone twice in month 2000 debit from your salary.

11. In month 03 late marks consider as 01 nonpayment day. Without any prior notice if you take leaves it will consider as one plus one nonpayment days, how much you taken it will calculate on same. All attendance will calculate on Whatsapp Official Group Attendance by live location of in an out time.

12. Minimum 80% work you need to complete in working day so you will get 01 week off. If your work performance is lower than 80% then you need to complete your work on your week off days. If your work performance is lower than 70% that time your all incentives & bones will be not calculate in your monthly salary.

13. Work performance is 100% in continuous 03 months basic salary will double also you will promoted as Executive Officer. After promotion your team performs 80% achievements continuous 03 months so you will get 20% Team Target Incentive additional on basic salary.

COMPENSATION DETAILS (Salary & applicable benefits)

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| --- | --- | --- |
| 1 | Basic Salary | 7000 |
| 2 | Attendance Bonus | 1000 |
| 3 | On Duty Incentives | 1000 |
| 4 | Mobile Phone Incentives | 1000 |
| 5 | Best Performance Bonus | 2000 |
| 6 | Data Incentives | 1000 |
| 7 | Energy Incentives | 1000 |
| 8 | Job Fair Incentives | 1000 |
| 9 | Registration Incentives on 30 Registration | 1500 |
|  | Total Applicable | 16,500 |

Yours faithfully,

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Nilesh Shelar

Director First Fly Corporate

I have read all the terms and conditions of this offer letter of appointment and I am confirmed this terms and conditions which is given this offer letter so I am signature here.

(Name, Signature and Date)

**- : Head Office: -**

**First Fly Corporate Management Services**

**Address: - X-155/7 Opp. Akar Tools Industries, Indraprashth Colony, Bajaj Nagar Waluj Midc, Aurangabad (Maharashtra)**