

Date: 01-July-2020

To,  
Mr. Huzaifa Najmee  
53, Vinoba Bhave Marg,  
Juni Manawar, Distt. Dhar  
M.P., PIN : 454446

**Subject: Offer Letter for Contract Employment**

Dear: Huzaifa,

Please refer to your application and subsequent interview you had with us. We are pleased to offer you the position of "Sr. Executive" in our organization on the terms and conditions agreed at the time of interview. As per our discussion, we are pleased to offer you the position of "Sr. Executive".

As discussed, the broad terms of this contract employment offer are set out hereinafter;

- Your employment with **Civilic Infra Pvt. Ltd.** will be on permanent basis.
- Your employment shall begin from the date of your reporting at **Civilic Infra Pvt. Ltd** premises located at **Manawar**.
- You are requested to report for work at your place of working office address, on dated **06-July-2020**.
- You shall be required to follow and abide by the working and security conditions which may be applicable at the Customer's premises.
- Company and its Customer shall reserve the right to evaluate and appraise your performance at any time during your employment period.
- You shall be entitled to avail of the applicable leaves as may be applicable at your working location.
- You will not claim any lien on employment with our customer during or after your employment with the company or its customer. However, Company and its Customer shall have the right to absorb you in case if they wish so.
- For all reasons you will be deemed an employee Civilic Infra Pvt. Ltd.

This offer may be terminated by either side, by serving a written notice of **30** days conveying its intentions to do so to the other party or by surrendering salary in lieu thereof. However, in case you being found indulged in any fraudulent activities, absconding, unauthorized leaves, steal or misconduct, shall result into forthwith termination of your services and in such an event no notice or pay in lieu thereof shall be payable to you.

- The formal letter of Appointment will be issued at the time of your joining the Company.
- You are requested to submit following documents prior to or at the time of your joining;
  - Copy of Resume
  - Copy of Relieving Letter from your present Employer.
  - Details of your last salary drawn.
  - Copies of your date of birth certificate, educational and professional qualifications.
  - Residential Address Proof
  - Identity Card carrying photo
  - Copy of Permanent Account Number Card
  - 04 Passport-sized photographs.
  - Cancel Cheque Copy or Bank Statement (Existing Saving bank Account, if any)
  - Graduation Marksheet
  - Provisional Marksheet

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- Your annual compensation package shall be as per enclosed annexure.

Enclosure: Annexure containing compensation details

Civilic Infra Pvt. Ltd.	
Name: Huzaifa Najmee	
Particulars	Amount (INR)
Basic + DA	27000
HRA	6750
Executive Allowance	0
Bonus	1250
EPF (Employer Contribution)	0
<b>Monthly Gross Salary [A]</b>	<b>35000</b>
Less PF 12% Employee	0
Less ESI 0.75% Employee	0
<b>Total Employee's Deduction [B]</b>	<b>0</b>
<b>Approx. Monthly Net Pay [A-B]</b>	<b>35000</b>

Income Tax deductions, if applicable, will be as per the Income Tax Act, 1961

NOTE: This Statement is only for the purpose of information and is illustrative in nature.

Please accept the above stated by signing the duplicate copy of this offer letter and return the same for our record.

We wish you all the best and welcome you to the organization and look forward for a long and successful career with us

Thanking you,

For Civilic Infra Pvt. Ltd.

  
Authorized Signatory

I Confirm and Accept this Offer Letter  
and Annexure

Huzaifa Najmee

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# ADVIK HI-TECH PVT. LTD. ADVIK

Plot No. B-5, Chakan Industrial Area, Phase-II, Village - Vasuli,  
Tal - Khed, Dist - Pune - 410 501, Maharashtra, India.  
+91 2135 669500 +91 2135 669501

info@advik.co.in http://www.advik.co.in CIN No. : U29299PN1998PTC013028

Date: 27 January, 2020

To  
Mr. Huzaiifa Najmee.  
Emp. Code - AD4058

## "Subject: Service Certificate"

This is to certify that **Mr. Huzaiifa Najmee**, has worked with **Advik Hi-Tech Pvt Ltd.** from **1<sup>st</sup> July 2019** to **24<sup>th</sup> January, 2020**. His designation at the time of relieving was a **"GET - PRC"** and reporting to the **"Sr. Manager - PRC"**. His latest Gross Salary per Month is **Rs. 20915/-**, besides other standard benefits and perks as per company norms.

Since inception of his appointment He has been accepting challenges and has shown great level of dedication towards his commitments. During his tenure with us, we found his industrious, committed, hardworking, and sincere, having good conceptual, functional and practical knowledge of his domain.

As a **"GET - PRC"** He shouldered his responsibilities very well, and his contributions are highly appreciated predominantly in the areas of PRC Policies, Procedures, Systems & Practices, Performance & productivity.

We value his sincere efforts as well as contributions and wish his all success in the challenges or assignments He accepts in future.

For Advik Hi Tech Pvt Ltd



Authorized Signatory

ER & Admin