



# ANUP RANJAN & COMPANY

Ref. No.: ARC/.366./2021-22

Date: 02/11/2021

Mr. Paritosh Mitra  
Babupara, Ward No.18,  
P.O. Alipurdure, Dist. Alipurduar,  
State- West Bengal-736121

**Subject: Appointment Letter.**

Dear Mr. Paritosh,

Please refer to your Resume, we are pleased to appoint you for the position mentioned below on the following terms and conditions:

1. Job Title:

You shall be designated as Manager (Construction & Planning)

2. Job Scope:

Auto Cad Drawing, Quantity & Cost Estimation, Measurement of completed work along with drawings, Contractor's Bill Management, Preparation of Cycle-Time Report, Daily Progress Report, Weekly Programme, Cost Analysis, Monthly Report, Materials Consumption Statement, Materials Reconciliation Statement, Controlling to Sub-Contractors, Controlling to Labours, Meeting with Sub-Contractors, Consultants, Clients, Safety Management, Reporting to Administrative and the Management. Time to time the work will be assigned by the Organisation/Management.

3. Monthly CTC: (Consolidated) Rs. 50,000/- (Rupees Fifty Thousand) only excluding fuel.

Your CTC will be subject to income tax as per the provisions of Income Tax Act,1961.

4. Date of Joining :

As agreed between us, you are joining the services of the Company on 02.11.2021.

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## 5. Probation:

- a. You shall be on probation for a period of three (3) months from 02.11.2021. The period of which may further be extended at the discretion of the Management. After the completion of the probationary period, your appointment will be confirmed in writing, and the CTC will be subject to your performance to our satisfaction. The Management have always the right to change the job scope at any moment.
- b. During the probationary period described above, either party can terminate the employment by giving 30 days notice or 30 days salary in lieu of notice, to the other party, subject to the release date being approved by reporting authority.

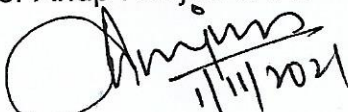
## 6. Please submit the following documents.

- a. Two passport size photographs.
- b. Copy of educational and professional certificates.
- c. Copy of experience certificate.
- d. Copy of Aadhar Card.
- e. Copy of Pan Card.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and return the same to us for the Company's records.

Thanking you.

Yours Sincerely,  
For Anup Ranjan & Co.

  
11/11/2021

Authorised Signatory

I hereby accept the position and terms and conditions of employment offered.

Signature Paritosh Mitra.

Date 01/11/2021