



# ANUP RANJAN & COMPANY

Ref. No.: ARC/367/2021-22

Date: 02/11/2021

Mr. Biswajit Nandy

7<sup>th</sup> Phase Adarsh Nagar Sonari,  
East Singhbhum Jharkhand-831011

**Subject: Appointment Letter**

Dear Mr. Biswajit Nandy

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 Architect
2. Monthly CTC: (Consolidated) Rs. 30,000/- (Rupees Thirty Thousand) Only excluding fuel.  
Your CTC will be subject to income tax as per the provisions of income tax Act, 1961
3. Date of Joining:  
As agreed between us, you are joining the services of the Company on 02.11.2021.
4. 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 discretion of the Management. After the completion of the probationary period, your appointment will be confirmed in writing, and the CTC will be subjected 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.
5. 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.

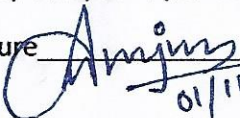
Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and return the same to us for the Company's records.

Thanking You

Yours Sincerely,  
For Anup Ranjan & Co.

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

Signature

  
01/11/2021

Date 01/11/2021

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