H.G. EKAAYA RESORT PRIVATE LIMITED

HGERPL/HR/2024/Apr/10-02 **Date: 10-04-2024**

Mr. Rahul Kumar Sharma,
S/O Mr. Rajendra Kumar Sharma,
76-a, Prem Nagar, Agra Road,
Jaipur, Jamdoli,
Rajasthan - 302031
Contact No – 9782801880
Email – sotirahul91@gmail.com

Offer Letter

Dear Mr. Sharma,

This is with reference to your application and subsequent interview you had with us, we are pleased to offer you employment as **Executive-Procurement** in our organization on the following terms and conditions.

1. **PLACE OF POSTING & TRANSFER:**
   - 1.1. Your initial posting will be at our office situated at **Jaipur, Rajasthan.**
   - 1.2. This offer is subject to your joining us on or before **15th April 2024** and successful clearance of the Pre-Employment Verification.
   - 1.3. During your service, you shall be liable to be posted/transferred to other establishment of Ekaaya Resort in India at the sole discretion of the Management. Upon such transfer, you will be governed by the terms & conditions as applicable to that place of work.
2. **COMPENSATION:**
   - 2.1. Your compensation on a Cost to Company (CTC) basis, which will be as per **"Annexure 1"**.
3. **PROBATION:**
   - 3.1. Your probation period will be of 6 months; based on your performance your services will be confirmed and will be given in the writing.
4. **EXIT / SEPARATION:**
   - 4.1. Under your probation period you will be required to serve notice period of Thirty Working days (30) and after confirmation of your employment you will be required to serve notice period of Thirty working days (30). Notice period pay shall be recoverable from either side.
   - 4.2. Continuous absence of 7 days without written / recorded approval of your reporting authority will be sufficient reason for termination of your employment without any notice.
5. **GENERAL:**
   - 5.1. You will be required to produce following original documents at the time of joining for our verification and return to the HR Dept;
   - 5.2. KYC - PAN Card / Aadhar Card
   - 5.3. Permanent Address Proof
   - 5.4. Qualification Proof (Mark Sheets and Degree / Diploma Certificate as applicable)
   - 5.5. Offer / Appointment Letters for all previous employers.
   - 5.6. Previous Experience Letters for all previous employers.
   - 5.7. Income Proof – Last 3 months salary slips & Bank Statement.
   - 5.8. Passport Size Photograph – 6 (in professional attire)
   - 5.9. The management reserves the right to withdraw the said offer in case your background check report comes negative and if any of the information provided by you in the application form / personal data form is found to be misleading or misconceived and/or if any of the above conditions are not fulfilled by you at the time of joining.
   - 5.10. A detailed appointment letter will be issued to you after your joining. Kindly confirm your acceptance

for the said offer.

For **H.G. Ekaaya Resort Pvt. Ltd.**

Human Resources

Acceptance

10-04-24

Sign & Date