VISWAMBI

(DGR Empanelled & ISO Certified Agency) CIN-U 74920GJ2011PTC67370 GSTIN - 24AADCV8134A1ZP

Corporate Office: B-440, Advance Business Park, Opp. Swamy Narayan Mandir, Shahibaug, Ahmedabad-380004
Tele: (O) 9033050557, * Email: viswambi@hotmail.com

Date : 22.09.2025

Offer Letter

Dear Rishabh Kumar,,

With reference to your personal interview, you had with the Board of Selection you are offered purely temporary position of **Library Officer** under **NIRF Project** through our agency, for a period of **01 Year** or till the project completion period whichever is earlier, extendable for the further period, depending upon your performance and exigency of work subject to the following terms and conditions:

1. You will be paid a fixed monthly consolidated remuneration of **Rs. 35,000/-per month** and no other allowances/perks/benefits will be admissible to you. You will be also be entitled for contributory EPF as per rule.
2. At the end of the period of your appointment, you will stand automatically relieved unless the period of appointment is extended and intimation to that effect is given to you in writing.
3. You will be posted at any of the Organization/Company, where your appointment will be temporary which shall neither vest in you any right to claim regular or permanent appointment in that Organization nor it will be obligatory on the part of Organization/Company to absorb you in a permanent position.
4. Your services are liable to be terminated at any time without assigning any reason whatsoever in case your performance is not found to be satisfactory.
5. Similarly, you can also terminate the services by giving one month notice or pay a sum equivalent to one month's remuneration in lieu of notice period.
6. You will not be allowed to take any leave during notice period.
7. You have to follow the working days/holidays/hours which are followed by the Organization/Company where you have been posted. The hours/days of working may, however, vary depending upon the circumstances and exigency of work.
8. At present you will be posted to work at INFLIBNET Centre, Infocity, Gandhinagar but the appointment carries with it the liability to serve anywhere in India.
9. You will be granted 01 casual leave per month.
10. Please note that this offer is contingent upon verification of all educational and experience certificates on your date of joining. Failure to provide these documents or discrepancies found during verification may result in cancellation of this offer.

If this offer of appointment is acceptable to you on the aforesaid terms and conditions, you are requested to communicate your acceptance in writing as soon as you receive this offer of appointment.

Thanking you,

Yours sincerely,

VISWAMBI SECURITY AGENCY PVT. LTD. AHMEDABAD

For, Viswambi Security Agency Pvt. Ltd.