



An ISO 9001:2008 Certified Company

TRBEX IMPEX PVT. LTD.

(A GOVT. OF INDIA RECOGNIZED EXPORT HOUSE)

Regd. Office : TRB HOUSE, G.T. ROAD, DHANDARI KALAN, LUDHIANA - 141 010. (INDIA)

Mfrs. & Exporters of : Construction Steel, Building Materials, FMCG & Consumables, Ceramics & Sanitary etc.

Ph. : +91-161-4272727

CIN : U51909PB2007PTC031314

E-mail : sales@trbexports.com

Website : www.trbgroup.in

Website : www.trbex.com

17' May 2021

Md Shagaf Al Haque

S/O: Md Sharful Haque,

Molvi Tola, Ward No.25, Near Jama Masjid

Distt: Araria , Bihar, 854311

Subject: Offer of Employment

Dear **Md Shagaf,**

With reference to your application and subsequent interview you had with us we are pleased to offer you a position of **Management Trainee** in **International Sales Department** with an annual CTC of Rs. 10,00,000/PA- **Ten Lakh Rupees per Annum** on the terms and conditions which have been mutually discussed and agreed upon.

We would expect you to join us on or before **01' June 2021** and report to the HR department sharp by 09:30 am at our Corporate office, Ludhiana. If you do not report at the appointed date and time, our offer of employment shall stand cancelled, unless a new date is agreed to, by us in writing.

Further to your acceptance on this offer you are required to send us scanned copies of the following documents by email on or before 20' May 2021

1. Educational mark sheets and Certificates (HSC,SSC,Graduation, Diploma, Post-Graduation)
2. Date of Birth Proof(Birth Certificate/Matriculation Certificate/ School leaving Certificate)
3. Aadhar Card
4. PAN Card
5. Address Proof (Electricity bill/ MTNL Bill/ Ration Card/ Voter Card, any of the documents is mandatory in absence of Aadhar Card/ Driving License/ Passport)
6. Last three month's salary slips
7. Six months bank statement
8. Previous Employer Offer Letter/Appointment Letter/Increment Letter (If any)
9. Resignation Letter(Approved by respected authorities)
10. Experience Letter/Relieving Letter
11. Form-16(if applicable)

On your joining day you will be required to submit the following:-

1. Originals of all above mentioned documents for verification purpose at the time of joining your duties.
2. Five passport sized recent photographs.



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3. UAN/PF Number(If PF is applicable)
4. Bank statement verification will be done via Net Banking/ Original Passbook (updated).

It is mandatory to submit all the above mentioned documents on or before the schedule date, failing employment shall stand cancelled.

Your appointment will be subject to following terms and Conditions with effect from your date of joining. You will perform such duties as may be assigned to you from time to time by your reporting manager or management for smooth and efficient working of the organization.

Your appointment will be subject to satisfactory verification of your credentials/testimonials. The company reserves the right to ask for the originals of the above said certificates and documents. If it is found at any stage that you have given false information or concealed the facts, then the company has the right to terminate your services without any compensation or notice.

You shall adhere to the Policy, Services rules and regulations of the Company, currently enforced (subject to change from time to time).

On joining our organization, you shall be required to sign **Non-Disclosure Agreement** with the company.

We will be doing a pre-employment verification with your current/previous employers immediately or acceptance of our offer letter by you. If any of the information given by you is found to be false then company will have right to cancel this offer letter/terminate your services as the case may be.

We are pleased to welcome you to our organization and wish you a long cherished career with us. Kindly sign the duplicate copy of this offer and confirm your acceptance.

For TRBEX IMPEX Pvt Ltd


Authorized Signatory

I hereby accept all terms and conditions of the organization.

Signature with Acceptance Date

Md Shagaf Al Haque

Annexure-I

Name- Md Shagaf Al Haque
Designation- Management Trainee
Department- International Sales

Components of Salary	Annual	Monthly
Basic	313,700	26,142
House Rent Allowance	94,122	7,844
Special Allowance	62,740	5,228
Conveyance Allowance	18,000	1500
Medical Allowance	15,000	1,250
Gross Salary	503,562	41,964
Employer PF	23,400	1950
Employer ESI	0	0
Earned Leave	13,050	1,087
Employee PF	21,600	1800
Employee ESI	0	0
Cash in Hand	481,962	40,164
CTC (A)	540,000	45,000
Variable Pay*(B)		4,60,000
Compound CTC (A+B)		10,00,000

*Variable Pay/Incentives will be applicable as per the company incentive policy and is lined with performance

Note: The salary is subjected to TDS and other deductions as levied by state and central governments.

For TRB Group

Authorized Signatory

Signature of Employee