

Hello Rumela,

With reference to your application for employment and the subsequent interview you had with Archetive Solutions Private Limited, we are pleased to offer you an employment with us on the following terms and conditions.

POSITION : Analyst.

LOCATION : Kolkata.

DOJ : Thursday, 13th February , 2020 at 9:00 PM.

ANNUAL CTC : Rs. 2,00,000 per annum.

OFFICE ADDRESS : Touchstone Building, 6th Floor, Plot No: 10, EN Block, Sector – V, BidhanNagar (Saltlake), Kolkata – 700091.

Your offer has been made based on information furnished by you. However, if there is any discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Your official joining date will be 13th February, 2020 beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing. You have to report to duty at 09:00 P.M. on the appointed date. Should there be any change in your date of Joining, you will be informed about the same.

Your association and employment will be governed by the Employee related Policies and Guidelines of the Organization.

On or before your joining day, you will be required to carry below mentioned documents (both Original & Xerox copies) and only after receipt of the same, a formal Appointment Letter will be issued, containing terms and conditions with employee agreement letter, which will be binding on both sides.

1. Photo ID proof (PAN card & Aadhar card)
2. Copies of Educational certificates (Final Mark sheet & Pass Certificate)
3. Relieving letter from all previous Company's/ Resignation Acceptance letter, if applicable
4. Appointment letter of the previous employers and salary revision letters, if applicable
5. Last 2 months pay slip received from the previous employer, if applicable
6. 5 passport size photo
7. Soft copy of 1 passport size photo with white background.