



# BAJAJ BUSINESS SERVICES

(A Unit of Non-Banking Financial Company) ; An ISO 9001:2008 Certified Company

Corporate Office :

B-08, H - 61, Sector-63, Noida, Uttar Pradesh - 201301

Visit us : [www.bbsservicesncr.com](http://www.bbsservicesncr.com) ; Email : [info@bbsservicesncr.com](mailto:info@bbsservicesncr.com)

DATE :- 02/03/2022

TO,  
**MR, SHAHRUKH KHAN S/O. MR, MOHAMMED SAEED KHAN**  
**ADD:- 1056, UIT COLONY, BARKAT COLONY, HIRAN MAGRI, SEC. 12, UDAIPUR H MAGRI, RAJASTHAN-313002**  
**MOBIL.-+91 XXXXXX6413**  
**EMP. BBS/677/2022**

DEAR  
SHAHRUKH KHAN ,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Field Executive.  
Kindly refer to your job application with BAJAJ BUSINESS SERVICES; we are happy to offer you the position of **SALES MARKETING** in **Grade-FG01A** in our Company on the following terms and conditions:

Your MONTHLY COMPENSATION PACKAGE (APPROX) WILL BE **22,500 + 3000 (OTHER EXPENCE)(FILE TARGET 5-8 FILE WITH P.F.)PER MONTH AND 1% AS AN INCENTIVE AFTER ACHIVING TARGET** subjected to deductions as per Govt. rules & any other Govt. taxes & Levis as may be applicable.

This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

1. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employees and Basis Company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.
2. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.
3. You will be expected to join duty on **02- 3- 2022** the Business hours begins from 10.00 A.M. onwards. You are requested to meet and contact **RAHUL CHOUDHARY(+91 7078894861)** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to [Distribution.info@bbsservicesncr.com](mailto:Distribution.info@bbsservicesncr.com), our team will reach out to you on priority.
4. You shall be initially deputed at **(U.P.)** The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.
5. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.
6. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.
7. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.
8. In additions to the terms contained herein, your relationship with BAJAJ BUSINESS SERVICES may be
9. subject to such other additional terms and condition as may be communicated to you time to time by BAJAJ Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.
11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.
12. A detailed brief on KRAs and scope of work will be given to you on joining.
13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.
14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.
15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.
16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.
17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.
18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

- a. High School and Senior Secondary Certificates and Mark sheets
- b. Graduation / Post Graduation certificate(s) along with mark sheets
- c. Experience certificate and salary slip from last employer.
- d. Blood Group.
- e. Relieving certificate from last employer.
- f. 3 Passport Size Photographs.
- g. Form 16 from last employer.
- h. Photo Identity Proof.
- i. PAN Number.
- j. Aadhar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.

- a. Contact Number/Mobile Number.
- b. Residential Address.
- c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at BAJAJ BUSINESS SERVICES will be subject to ratification of the

above. We look forward to welcoming you aboard the BAJAJ BUSINESS SERVICES team.

Best regards,



**Rahul Sharma**  
Human Resources  
BAJAJ BUSINESS SERVICES