



SKYSCRAPER CONSULTING

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www.skyscraper.co.in

Date : 07/09/2018

Name : Pragati Khatal

Designation : Trainee Recruiter (Part Time)

Employee Code : SKYSC-209

Dear Pragati,

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you the position of "**Trainee Recruiter (Part Time)**" in Skyscraper Consulting based at our Pune office, on the following terms and conditions:

A. SALARY:

Your salary will be Rs 6,000/- per month. Further you will be eligible for a performance based Bonus and incentives in accordance with the performance incentive policies of the firm.

B. COMMENCEMENT/TERM:

1. Your Date of Joining will be on 03/09/2018.
2. Your probation period will be of 15 days or can be extended as per management's discretion based on your performance. During probation period your performance, discipline and attitude will be under observation. **The salary of probation period will be paid with your full and final settlement during your exit.**
3. On satisfactory completion of your probation period, you will be informed in writing.
4. Confirmed employee would retire from the service on attaining the age of 58 years.

C. WORK TIMINGS:

1. Working Hours are from 2.00 Pm to 7.30 pm, extendable as per the Firm's requirement.
2. Employees coming after 2.15 Pm will be considered as late comers and it will be marked as "Half day". First 3 Half Day will not affect the Salary however as soon as 4th Half Day if given, Salary will be affected from the 1st Half Day Itself.
3. Last Saturday of the month will be official off. It may change as per the firm's discretion if needed.

D. LEAVES/HOLIDAY POLICY:



1. Every employee is entitled to get 12 paid Paid Leaves in total for an entire year after confirmation of their service.

2. No employee can take more than 12 Paid Leaves in a year. Leaves taken above 12 will be considered as Leave Without Pay (LWP) which will be deducted from salary of employee.

3. Leaves extending beyond two days will be considered as Privileged Leaves which shall be informed to the management 15 days before going on leaves, Maximum 7 Days Leave's will be granted together including Saturday & Sunday.

4. If an employee takes an unpaid/unapproved leave, it will be marked as LWP and supporting documents needed to be submitted.

5. Only if an employee has leave balance, he/she can apply for maximum of 7 days (including Saturday & Sunday) leave which has to be mandatorily sent for approval atleast two weeks prior to the date of leave applied for. For an approval an employee is suppose to send an official mail to his/her supervisor.

5. An employee is not eligible for any leaves in the first Six months of joining the Organization.

E. APPRAISAL POLICY:

Every Employee is entitled to get an appraisal in their salary subject to their satisfactory performance which is evaluated every Six months. An Employee has to fill the Self Evaluation form after completing every 6 Months in the Firm from the "Date of Joining the Firm", Failing which, the Employee will not be entitled for any Appraisal.

F. BONUS AND INCENTIVES POLICY:

1. Individual / Team, Targets will be Shared as per the Client's Requirement's at the Beginning of the Month.

2. Every employee is entitled to get Performance based **Bonus** on the same month and Performance based Incentives based on number of joiners, only after completion of three consecutive months following the joining date of candidate.(According to Scheme's of the Organization).

3. Monthly Joiner's/90 days completion detail needs to be shared on the last day of the Month, failure of which will lead to - Individual will not be Applicable for that Month Bonus and Incentive.

G. PROFESSIONAL ETHICS & CONFIDENTIALITY:

While you are in the employment of the Company, you are not permitted to carry on any business or profession, part time or as a free lancer in any capacity which is similar to Skyscraper Consulting business. Legal action can be proceeded if this is not abide by.

During the tenure of the service an employee will treat all information coming to you as strictly confidential and information contained in all documents, mails and papers and other

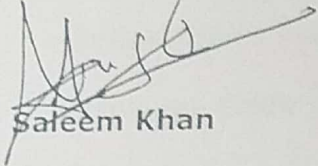


3. Individual need to use the Locker's for keeping the Personal Belongings, loss of any Personal Belongings is not Firm's Responsibility.
4. Use of Personal Phone in Working Hour's is prohibited.

- Please intimate your acceptance by signing this letter.

Wishing you a long and successful career at Skyscraper Consulting.

Your's sincerely


Saleem Khan



(Manager)

I hereby, agree to abide by the rules and regulations of Skyscraper Consulting and will be responsible for any actions leading to non conformity of the above mentioned guidelines.

Signature of the employee

Pragati Khatal

Date

10/09/18