



SKYSCRAPER CONSULTING

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www.skyscraper.co.in

Date : 17/08/2018

Name : Monica Dhanwani

Designation : Trainee Recruiter (Part Time)

Employee Code : SKYSC-207

Dear Monica,

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 17/08/2018.
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 10.15 am 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: