



TRIMAX

Answering needs.
Integrating technologies.

Trimax IT Infrastructure & Services Ltd.

CIN: U30000MH1995PLC091944 • ISO 9001:2008 • ISO 27001:2005 & ISO/IEC 20000-1:2005 Certified Company

Data Center • Network Management • Cloud Solutions • Managed Video Conference

Regd. Office: 2nd Floor, Universal Mill Building, Mehra Estate, L.B.S Road, Vikhroli (W), Mumbai 400 079.

Tel. 91 22 4068 1001 • Fax 91 22 4068 1002 • E-mail sales@trimax.in • Web www.trimax.in

Confidential

Date: October 29, 2016

Mr. Vivek Sinha

605, Sixth Floor, Krishna Villa,
Durga Nagar, Chinchpada Road,
Katemanewali, Kalyan (E),
Dist. Thane, Pin Code 421306
Contact: 8898313267
Email: viveksinha00@gmail.com

Subject: Employment Offer

Dear Vivek,

Thanks for showing interest in Trimax IT Infrastructure & Services Ltd.
We welcome you to Trimax team!

Based on the various discussions and interviews we had with you, we are pleased to offer you an employment with Trimax IT Infrastructure & Services Ltd, on the following terms and conditions.

Designation:	Senior PMO Executive
Location:	Mumbai
CTC:	Rs. 2,06,400/- per annum; (All Inclusive)
Probation Period:	6 months
Notice Period:	1 Month
Expected date of joining:	Nov 01, 2016

You will be governed by the policies and procedures applicable to you from time to time.

Please submit the duplicate copy of this offer letter duly signed by you, as a token of acceptance.

After you submit your resignation with your current employer, please send us the copy of the same and communicate confirmed date of joining.

You are requested to bring the following documents at the time of joining.

1. Resignation acceptance letter & relieving/experience letter of the Previous company
2. Pay slip of the previous company.
3. Highest educational certificates (originals) and other document supporting the same.
4. Four colour photographs (Passport size)
5. Address proof certificates (xerox copy of electricity bills / ration card /landline bills)
6. PAN card & Passport.

This Offer Letter is subject to proven correctness and truthfulness of the information & documents submitted by you, which may be cancelled / withdrawn if otherwise.

On the day of joining, please report at 9.30 am and meet Muskaan from HR.

Your formal appointment letter will be issued to you on the date of joining.

We look forward to your early association!

For Trimax IT Infrastructure & Services Limited

I accept the offer



Arpan Patel
AGM – Human Resources

Vivek Sinha
Date:

Encl: as above

Salary Annexure

CTC Break Up	Amount (Rs.) PM	Amount (Rs.) PA
Basic Pay	15,500	186,000
House Rent Allowance	1,700	20,400
Special Allowance	-	-
Prof. Upgradation Allowance	-	-
Attire Allowance	-	-
Conveyance Allowance	-	-
Medical Allowance	-	-
Other Allowance	-	-
Gross Salary	17,200	206,400
ESI Contribution by Employer	-	-
PF Contribution by Employer	-	-
PF Admin Charges	-	-
Total CTC	17,200	206,400

For Trimax IT Infrastructure & Services Limited

I accept the offer



Arpan Patel
AGM-Human Resources

Vivek Sinha
Date: