



AMAR
FOODS AND BEVERAGES
(A division of Amar Tea Pvt. Ltd.)

Plant : National Highway No. 8, Village Manglej, Tal. Karjan, Dist. Vadodara-391210. Tel. : +91 81550 16186
CIN No. : U15490MH1990PTC054836

Ref: No.: AFB/HR/OFFER/09/2024

Date: 30-09-2024

To,
Mr. Sumit Patra
Purba Medinipur
West Bengal

SUB: Offer Letter

Dear Mr. Sumit Patra

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Jr. Executive in Production Department** in our organization. Your Salary and perks details have been informed to you during the interview.

Initially you will be on probation for the period of six months from the date of your appointment. On successful completion of your probation period, you will be absorbed in the permanent services of the company in the writing. Your probation period can however be extended without assigning any reason whatsoever. Your services during probation period or extended period can be terminated without any notice or without assigning any reason whatsoever.

Further to the acceptance of this offer, you shall report for the duty on or before 11-11-2024 at 8.30 AM, at our following office along with all the original certificates and photocopies as per the Annexure-A.

Amar Foods And Beverages
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National Highway No.8,
Village: Manglej, Tal:
Karjan, Dist. Vadodara-391210

Please note that this is only as offer and not an appointment letter, which will issued to you after your joining. Please note that this offer will automatically become null and void if you do not join by 11-11-2024.

You are requested to sign the duplicate copy of this letter as a token of your acceptance.

We look forward to your joining our organization at the earliest.

For Amar Foods & Beverages
(A Div. of Amar Tea Pvt. Ltd.)

Authorized Signatory

Annexure A

You are requested to contact the following official(s) with prior appointment for necessary advices regarding submission and scrutiny of your documents:

Name : Mr. Padmakar Marudkar
Address : Vadodara
Contact No : 8291960722
E-Mail ID : hr@amarfood.in

Please submit the following documents when you join the company (original and 1 set of photocopies)

- a. Education Qualification:
 - SSC & HSC Mark-sheet.
 - Graduation & Post Graduation Mark-Sheet & Passing Certificate.
 - And other Additional Qualifications Mark-sheet & Certificates (if any)
- b. Work Experience Letter from Previous Employer as follows:
 - Appointment Letter/ Offer Letter.
 - Copy of Relieving Letter/ Experience Letter/ Resignation acceptance letter with last working day clearly mentioned.
- c. Proof of Birth identity & Address :
 - Aadhar Card (Mandatory)
 - PAN Card (Mandatory)
 - Passport / Driving License / Election ID / Ration Card/ Utility Bill or any other document issued by competent authority.
- d. Three Passport size color photographs.
- e. Copy of Pay slips (Last 3 months)
- f. Increment Letter (if any) from the last organization.
- g. Cancelled cheque.
- h. Medical Fitness Certificate from certified medical practitioner (MBBS)
- i. Nominee / Dependents' Address & ID Proof Documents Such as – Pan Card & Aadhar Card.
- j. PF No/UAN No.
- k. If Applicable ESIC then require family photo of size 4X6 CMS.(Two Copies)
- l. Marriage Certificate in case of Name Change.(For Women Only)

For Amar Foods & Beverages


Authorized Signatory

ACCEPTANCE OF EMPLOYMENT OFFER

I confirm that the above stated terms of employment and designation are correct reproduction of what has been discussed with me and agreed upon with the management of Amar Tea Pvt. Ltd. and I hereby accept this employment offer.

Expected date of joining: 11.11.2024

Name & Signature: _____