


## AMC VENTURES

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Channel Partner to -  **indiamart**

11 March 2022

Gouri B Nirban  
Opp. Jain Dharamshal,  
Itwari,  
Nagpur

**Subject: Offer Letter for the post of [Executive – Sales & Tell calling]**

**Dear Gouri B Nirban**

We are pleased to offer you the position of the Executive- Sales & Market of A M C Ventures. The following terms and conditions are attached with this position:

### 1. Job title

Your job title will be 'Executive – Sales & Tell calling' you will report to designated seniors as per the directives given by the company.

### 2. Commencement of employment/Training

Your employment will be effective from the date of ID Creation, "when it is created in system records."

### 3. Stipend

Initially you will be given a fixed monthly Salary of Rs. **10,000**. The company will review your performance weekly. Depending on your business target achievements certain incentive will also be given to you And accordingly attendance will be marked.

### 4. Place of posting

You will be posted at **Nagpur, Maharashtra**. However, you may be required to work or travel at any other place or location of business which the Company has, or may acquire, at any point of time.

### 5. Hours of Work

The normal working days are **Monday to Saturday**. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from **09:30 am to 06.30 pm**. You are expected to work not less than **8 Hours** during a working day.

### 6. Leave/Holidays

The Company will provide holidays on all the National Holidays followed by the Government of India at the central level during a calendar year. But Company has rights to change by prior intimation. Uninformed leave will not be allowed if taken salary of double days will be deducted.



projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

**11.3** At no time, will you remove any Confidential Information from the office without authorized permission.

**11.4** Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

**11.5** Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

## **12. Notices**

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

## **13. Applicability of Company Policy**

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

## **14. Acceptance of our offer**

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy. We welcome you and look forward to receiving your acceptance and to working with you. Yours Sincerely,

*Gaurin Suban*

**Name of Coordinator:- Palak Rathi**

**Coordinator Designation: - Business  
Coordinator**

**Date:-11 Mar 2021**