

#### **AAYOJAN SCHOOL OF ARCHITECTURE**

(Affiliated with Rajasthan Technical University)

### Academic Year 2023-24 List of outgoing Students Placed



#### **AAYOJAN SCHOOL OF ARCHITECTURE**

(Affiliated with Rajasthan Technical University)

Year	Name of student who has	Program	Year of	Name of the employer	Pay package at appointment
	been placed	graduated from	graduation	with contact details	(In INR per annum)
2023-24	Akriti Gumber	Architecture	2024	Black wood Architects	240000
2023-24	Hemant Kumawat	Architecture	2024	Studio HA	252000
2023-24	Khushi Baghla	Architecture	2024	SSPD	222000
2023-24	Khushboo Mathur	Architecture	2024	Studio HA	252000
2023-24	Prabhsimaran Jeet Kaur	Architecture	2024	Black wood Architects	240000
2023-24	Prateek Khandelwal	Architecture	2024	Maison Architects	216000
2023-24	Shivam bansal	Architecture	2024	Architects Shalini Amit	288000
2023-24	Shweta Maheshwari	Architecture	2024	Gilt Edge Architects	240000
2023-24	Sohini Tripathi	Architecture	2024	Studio HA	252000
2023-24	Toshiq Agarwal	Architecture	2024	Basilius International LLP	264000



#### **AAYOJAN SCHOOL OF ARCHITECTURE**

(Affiliated with Rajasthan Technical University)

# Academic Year 2023-24 Placement Order



#### Ar Akriti Gumber

1st July 2024

Flat no A-108, Vinayak Apartment Shiv Vihar-c, Plot n-173-175, New sanganer road Manyawas, Mansarover, Jaipur 302020

#### **Appointment Letter**

Dear Ms. Akriti

We are pleased to offer you an appointment to the post of Jr. Architect in our company on the following terms and conditions.

1. Position: Jr. Architect

2. Date of appointment: Your date of appointment will be 1st July, 2024.

3. Place of Work: Black Wood Architects-Interior Designers, Jaipur

4. Reporting Relationship: You will report to Mr. Namit Chopra & Mrs. Suhani Sood (Principal architects of the Company)

5. Salary: Your Salary will be Rs. 20,000/- (Rupees Twenty Thousand Only) per

month.

6. Blackwood has a twice a year ex-gratia (Bonus) policy which is based on your performance as well as how well the company has done.

7. Timing: Your timing will be 9:30am to 6:30pm. The Company follows a strict Time schedule, if you reach the office after 9:30 am more than 3 times in 1 month, then that day will be counted as a half day.

- 8. You will be based in Jaipur, at present, However, you are liable to be placed anywhere in India, from time to time, as per the requirements of the company in the above capacity or any other similar or equivalent capacity, according to the policy decided by the company from time to time.
- 9. Please submit the following documents as soon as possible:
  - Copy of PAN Card
  - Copy of Aadhar card

6f-33, Mahima Trinity, Swage Farm, Jaipur – 302 019.

blackwoodarchitects@gmail.com,info@blackwoodarchitects.com

- Two passport-sized photograph
- Copy of Education & experience documents.
- Copy of Cancelled cheque
- Salary Slip of previous job.
- Relieving letter from the previous company

#### **Terms of Employment**

- You will be on probation for a period of three months from the date of your joining our firm on the expiry of which, your services shall automatically stand terminated, unless you are specially confirmed in writing on or before the date mentioned.
- You have to make a minimum two-year commitment to work with Blackwood Architects.
- Your services can also be terminated at any time during the probationary period without notice and assigning any reason whatsoever.
- The employee will be allowed only 1 paid-up leave in 1 month and if you take more than 3 leave in 3 months, there will be salary deduction.
- After completion of probation and/or declaration of confirmation, either side may discontinue your services after giving one month's prior notice or an amount equivalent to one month's salary in lieu of such notice.
- Your appointment is subject to and shall be fully bound by the rules and regulation of the company, formed and amended from time to time.
- The company reserves the right to alter the remuneration, benefits and perk structure at any time.
- Blackwood is a mission-driven organization committed to high ethical standards
  of services and high moral standing. These must be maintained at all times and
  places. You should always maintain a high moral code of conduct in line with
  your position as a member of Blackwood.
- Blackwood full time consultants and employees are expected to behave in a dignified, professional and ethical manner, both within Blackwood's premises and outside, particularly when visiting other offices on professional assignments.
- Before accepting any gift or donations from contractors, suppliers, subcontractors, or their associates or relatives, prior permission should be taken from the Director of Blackwood.

- Every consultant/ employee must take prior permission before taking up any
  activity outside Blackwood. A consultant/ employee should not associate with
  any other institution, business organizations. Corporation, or other entity in any
  form of what so ever, either directly or indirectly, without the prior, written
  permission of the Director.
- Blackwood will enjoy the exclusive and sole ownership of intellectual property rights for commercial exploitation of all work that may be undertaken or done by you, whether individually or jointly with others, including the right to all drawings and designs developed, as also publications that may be published by you, based on the work being done by Blackwood in general or by others in Blackwood in particular, during your employment with Blackwood or anytime thereafter. It shall be Blackwood's prerogative to decide whether to secure the intellectual property rights in the form of patent, trademarks, copyright, design etc. and also with respect to the territory as to when and where the same have to be secured.
- At the time of discontinuation or termination of your association with the Company, you shall return all the designs, drawings, information, data, documents, computer media, and papers pertaining to Blackwood.
- Your services are liable to be terminated by the management in case you are found to be engaging in either of the following without any recourse: gross misconduct, sexual harassment, bribery or indulgence in criminal activities, habitual absence from duty without prior permission or violations of any other rules/ regulations, terms and conditions or standing orders.

As a token of your acceptance of these terms, please sign the duplicate copy (on all pages) of this offer of Appointment and return the same to the undersigned.

We took forward to a fruitful association in the years to come.

Yours sincerely,

For Blackwood Architects-Interior Designers

Namit Chopra

Suhani Sood Chopra

(Directors)

6f-33, Mahima Trinity, Swage Farm, Jaipur - 302 019.

blackwcodarchitects@gmail.com,info@blackwoodarchitects.com



I acknowledge the receipt of the offer of Appointment in original. I have carefully read all the terms and conditions of my employment at the Company and I have fully understood the same and accept them entirely.

Signature: 4

Date:1st July 2024

Ar Akriti Gumber

Flat no A-108, Vinayak Apartment

Shiv Vihar-c, Plot n-173-175, New sanganer road

Manyawas, Mansarover, Jaipur 302020

#### Annexure: A

Please note that your performance at Blackwood Architect will be reviewed on the skills mentioned below:

- 1. TECHNICAL (For Architect/ ID or any other technical people)
  - 1a. Technical Knowledge
    - Demonstration through understanding of the methods, techniques and procedure required to complete the job well.
    - Maintaining business or technical skill level by additional training or research.

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#### 1b. Planning / Organizing skills

- Plans and Organize work to maximize productivity and achieve objectives within assigned deadlines.
- Managers budget effectively. (if applicable)

#### 2. INTERPERSONAL

#### 2a. Leadership

- · Delegates appropriately and empowers others.
- Demonstrate effective leadership in meetings.
- Inspires and motivates others to maintain high-performance standards.
- Is regarded as a leader by others.

#### 2b. Communication Skills

- Speaks and writes logically, concisely, and persuasively
- Communicated direction and expected results.
- Communicates information to maximize the productivity of others.
- Is an effective listener.
- · Presentations are persuasive and clear.

#### 2c. Professionalism

- Treats all people professionally and with respect, and is aware of his or her impact on others.
- Holds self-accountability and pursues a job to completion.
- Behaves according to company standards in regards to personal conduct, languages etc.

#### 2d. Team Work

- Brings people and ideas together to approach business issues creatively.
- Communicates and cooperates to achieve a common goal.
- Can get others to "rally around" a cause.

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blackwoodarchitects@gmail.com,info@blackwoodarchitects.com



#### 2e. Employee Development (For HR/ Admin)

- Help develop employees towards their career development goals.
- Recognizes both individual and team contributions.
- Provides effective coaching and mentoring.
- Effectively evaluates performance.
- Confronts poor performance and resolves conflict.

#### 3. CONCEPTUALS

#### 3a. Innovation

- Develops and suggests new ideas and work approaches.
- Demonstrates ability to analyse situations and offer innovative responses.
- Share new approaches with team members.
- Ready to explore new software and ways of presentation.

#### 3b. Problem solving

- Exercise effective judgment in making decisions.
- Independently able to weigh factors and make sound decisions.
- Proactive for the project progress and its control.

#### 4. OVERALL PERFORMANCE SCORE

You are expected to score at least -20% in your MIS (A consistent score of below -70% will not be appreciated and may require strict attention.)

**Blackwood Architects-Interior Designers** 

Namit Chopra

Suhani sood Chopra

(Director)

Ar Akriti Gumber



#### Annexure: B

Other terms and conditions

#### 1. NATURE OF WORK: -

Your nature of work mainly includes all the aspects of Design, Drafting and coordination as well as any other duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and explained to you by your seniors from time to time.

#### 2. WORKING HOURS: -

The regular working hours for the company is 9:30 am to 6:30 pm, including 30 min lunch break. You will be required to work for extra hours as and when required and informed by your seniors.

#### 3. LATE COMINGS: -

The Company follows a strict Time schedule, if you reach the office after 9:45 am more than 3 times in 1 month, then that day will count as a half day.

#### 4. LEAVES:

The employee will be allowed only 1 day of paid-up leave in 1 month and if you take more than 3 leaves in 3 months, there will be a salary deduction on a pro-rata basis, however, if you do not take any leave, the same shall be reimbursed after every 3 months.

#### 5. **CONFIDENTIALITY**:-

You will not during the company or at any time disclose or divulge to any person including competitors and former employees, make any use whatsoever for your

61-33, Mahima Trinity, Swage Farm, Jaipur - 302 019.

blackwoodarchitects@gmail.com,info@blackwoodarchitects.com



purpose other than that of the company, of any information or any knowledge obtained by you during your employment as to business affairs of the company including development, process reports and reporting system. Failure to do so on your part will result in legal action against you.

#### 6. RESTRICTION ON PEROSNAL USE: -

Use of company resources for personal use is restricted.

#### 7. FORMAL WEAR: -

Employees are expected to wear formal clothing during working hours on the premises except for Saturday (as you can wear casual clothes).

#### 8. EVENTS ORGANIZE: -

We will have a get-together monthly and quarterly {NOT MANDATORY} and festival celebrations in our organization.

#### 9. INCREMENT: -

The increment shall be based on following parameters-

- Overall performance score
- Leadership qualities
- Initiative-taking abilities.
- Learning new skills or software's
- You are expected to work at least 200 hours in a month.
- You are expected to score at least -20% in your MIS (A consistent score of below -70% will not be appreciated and may require strict attention.)

#### 10. PERSONAL PARTICULARS: -

You will keep us informed of any change in your residential address, your family status, or any other relevant particulars. Let us know the name and address of your parents/guardians.

67-33, Mahima Trinity, Swage Farm, Jaipur - 302 019.

blackwoodarchitects@gmail.com,info@blackwoodarchitects.com



#### **Declaration**

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment and will be reporting for duty.

#### **Blackwood Architects-Interior Designers**

Yours sincerely,

Namit Chopra

Suhani sood Chopra

**Directors** 

Signature:

Name of Employee: Ar Akriti Gumber E: admin@studioha.in

T: 9468925186

W: www.studioha.in



#### **OFFER LETTER**

Date - 17th June 2024

Dear Hemant Kumawat,

We are pleased to offer you the position of Architect with Studio HA. We are confident that our offer represents a competitive Package that reflects the unique professional, culture, and relationship that we foster at Studio HA. We feel confident that your skills and experience will contribute to the growth of our organization.

• Salary & Benefits: You will be entitled to receive a fixed Salary of Rs. 21000/- (Rupees Twenty One Thousand only) per month.

• Joining date: 01st July 2024

• Location: You will be required to work offline and be stationed in Jaipur, Rajasthan.

This offer letter is conditional and being made pending receipt of your acceptance before commencement of the employment start date at Studio HA.

You will be governed by the terms and conditions of employment as per the Studio HA regulations. This agreement witnesses both parties to follow and work under governed rules of the Company as are applicable to every employee in the organization. In the event you accept this offer, your employment with the Company will commence on the Date of Joining.

Please acknowledge your acceptance of this offer by signing and returning a copy of this letter within 24 hours. We are looking forward to welcoming you on board at Studio HA and helping you grow into a successful professional.

Disclaimer: Since this is the offer extended on behalf of Studio HA, So company reserves full right to withdraw the same at any given time. Also keeping in mind, that the particular position we are considering you for, will be filled on a first cum first serve basis of acceptance.

Sincerely, For Studio HA

(Candidate Signature)

Hemanshu Taneja Proprietor, Studio HA Read and Accepted Candidate Name -



#### Shamini Shanker + Pranay Deep ARCHITECTS

89 Jai Jawan-3 Jaipur 302018. India

Phone: +91 141 2553547 E-mail: mail@sspluspd.com

Ms Khushi Baghla

05 June 2024

Dear Khushi,

Subject: Offer of Employment

I am delighted to invite you to join Shamini Shanker + Pranay Deep. This letter formally confirms our offer of employment and outlines the terms of the offer.

You will be on probation for a period of three months from the date of joining.

Your work here will include all activities that are required to be carried out by an architect at different stages of an architectural project. You will also be expected to visit construction sites from time to time. Your work will be supervised by one of the principals of the firm and you may receive guidance from other members of the team when required. Your performance will be reviewed periodically to identify your strengths and help you identify areas that require strengthening.

The work environment at SS+PD is generally informal and open. While we encourage self-expression we expect you to maintain a standard of discipline, ethics and decency in your interaction and turnout that is in keeping with your own professional status and that of the office. You will also be expected to refrain from sharing information of the office through social media or any other medium.

The start date can be mutually decided but we would wish it to as soon as possible. The signing of this contract represents a commitment to work here for a period of two years. However, if circumstances make it imperative to terminate this relationship prematurely, SS+PD would expect a notice of one month.

Your gross salary would be ₹17,000.00 per month during the first six months of your work and ₹18,500.00 after that. Subsequent annual increments shall be performance based.

In addition a Dedication Award of ₹36,000.00 will be paid as a recognition of your commitment on the completion of 24 consecutive months (starting from the date of joining) at Shamini Shanker + Pranay Deep. This is over and above other bonuses, rewards or increments.



Other benefits will include:

- Discretionary task specific bonus/es on successful and efficient completion of a project or task;
- Leave: 6 days of Paid Time Off during each six-month period in addition to national holidays and other office holidays;
- Training Allowance: Full reimbursement of any fees payable for attending training workshops or seminars for which you are selected or deputed by SS+PD.

Any expenses incurred during field trips on behalf of SS+PD will be reimbursed.

Parking: We will earmark space to park a two-wheeler only. If you travel by your own car, you
will need to identify your own parking space ensuring that there is no conflict with other
residents in the neighbourhood.

The deadline for your decision on this offer is 09 June 2024. To accept, please sign and email this document to pranay@sspluspd.com

We hope that you will choose to join our team at SS+PD and are committed to developing you as an excellent and responsible architectural professional. Please feel free to contact me should you have any queries during your decision-making process.

With regards

المامة منطلط للمرمم ما	 	

I accept this job offer and agree to the terms above.

Name: \_\_\_\_\_\_\_

Date: \_\_\_\_\_\_

Address: \_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_
Phone: \_\_\_\_\_\_

[Please provide the names and contact details (position, phone no. & mail ID) of two people who have known you academically or professionally for at least one year and would be willing to give you a reference. These should be mailed within one week of your acceptance.

Please also submit a photograph (jpg, png 500x500 pixel) suitable for uploading on sspluspd.com]

E: admin@studioha.in

T: 9468925186

W: www.studioha.in



#### **OFFER LETTER**

Date - 17th June 2024

Dear Khushboo Mathur,

We are pleased to offer you the position of Architect with Studio HA. We are confident that our offer represents a competitive Package that reflects the unique professional, culture, and relationship that we foster at Studio HA. We feel confident that your skills and experience will contribute to the growth of our organization.

- Salary & Benefits: You will be entitled to receive a fixed Salary of Rs. 21000/- (Rupees Twenty
  One Thousand only) per month for the probation period of 1 month from the date of your
  joining. After the end of probation you will be entitled to receive a fixed Salary of Rs. 21000/(Rupees Twenty One Thousand only) per month.
- Joining date: 01st July 2024
- Location: You will be required to work offline and be stationed in Jaipur, Rajasthan.

This offer letter is conditional and being made pending receipt of your acceptance before commencement of the employment start date at Studio HA.

You will be governed by the terms and conditions of employment as per the Studio HA regulations. This agreement witnesses both parties to follow and work under governed rules of the Company as are applicable to every employee in the organization. In the event you accept this offer, your employment with the Company will commence on the Date of Joining.

Please acknowledge your acceptance of this offer by signing and returning a copy of this letter within 24 hours. We are looking forward to welcoming you on board at Studio HA and helping you grow into a successful professional.

Disclaimer: Since this is the offer extended on behalf of Studio HA, So company reserves full right to withdraw the same at any given time. Also keeping in mind, that the particular position we are considering you for, will be filled on a first cum first serve basis of acceptance.

Sincerely, For Studio HA

(Candidate Signature)

Hemanshu Taneja Proprietor, Studio HA Read and Accepted Candidate Name -



#### Ar Prabhsimran Jeet Kaur

1st July 2024

13, Mittal city, Khalsa nagar Padampur,Sri Ganganagar Rajasthan 335041

#### **Appointment Letter**

Dear Ms. Prabhsimran

We are pleased to offer you an appointment to the post of Jr. Architect in our company on the following terms and conditions.

- 1. Position: Jr. Architect
- 2. Date of appointment: Your date of appointment will be 1st July, 2024.
- 3. Place of Work: Black Wood Architects-Interior Designers, Jaipur
- 4. Reporting Relationship: You will report to Mr. Namit Chopra & Mrs. Suhani Sood (Principal architects of the Company)
- 5. Salary: Your Salary will be Rs. 20,000/- (Rupees Twenty Thousand Only) per month.
- Blackwood has a twice a year ex-gratia (Bonus) policy which is based on your performance as well as how well the company has done.
- 7. **Timing:** Your timing will be 9:30am to 6:30pm. The Company follows a strict Time schedule, if you reach the office after 9:30 am more than 3 times in 1 month, then that day will be counted as a half day.
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- 9. Please submit the following documents as soon as possible:
  - Copy of PAN Card
  - Copy of Aadhar card



- Two passport-sized photographs
- Copy of Education & experience documents.
- Copy of Cancelled cheque
- Salary Slip of previous job.
- Relieving letter from the previous company

#### **Terms of Employment**

- You will be on probation for a period of three months from the date of your joining our firm on the expiry of which, your services shall automatically stand terminated, unless you are specially confirmed in writing on or before the date mentioned.
- You have to make a minimum two-year commitment to work with Blackwood Architects.
- Your services can also be terminated at any time during the probationary period without notice and assigning any reason whatsoever.
- The employee will be allowed only 1 paid-up leave in 1 month and if you take more than 3 leave in 3 months, there will be salary deduction.
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- Your appointment is subject to and shall be fully bound by the rules and regulation of the company, formed and amended from time to time.
- The company reserves the right to alter the remuneration, benefits and perk structure at any time.
- Blackwood is a mission-driven organization committed to high ethical standards
  of services and high moral standing. These must be maintained at all times and
  places. You should always maintain a high moral code of conduct in line with
  your position as a member of Blackwood.
- Blackwood full time consultants and employees are expected to behave in a dignified, professional and ethical manner, both within Blackwood's premises and outside, particularly when visiting other offices on professional assignments.
- Before accepting any gift or donations from contractors, suppliers, subcontractors, or their associates or relatives, prior permission should be taken from a Director of Blackwood.



- Every consultant/ employee must take prior permission before taking up any
  activity outside Blackwood. A consultant/ employee should not associate with
  any other institution, business organizations. Corporation, or other entity in any
  form of what so ever, either directly or indirectly, without the prior, written
  permission of the Director.
- Blackwood will enjoy the exclusive and sole ownership of intellectual property rights for commercial exploitation of all work that may be undertaken or done by you, whether individually or jointly with others, including the right to all drawings and designs developed, as also publications that may be published by you, based on the work being done by Blackwood in general or by others in Blackwood in particular, during your employment with Blackwood or anytime thereafter. It shall be Blackwood's prerogative to decide whether to secure the intellectual property rights in the form of patent, trademarks, copyright, design etc. and also with respect to the territory as to when and where the same have to be secured.
- At the time of discontinuation or termination of your association with the Company, you shall return all the designs, drawings, information, data, documents, computer media, floppies and papers pertaining to Blackwood.
- Your services are liable to be terminated by the management in case you are
  found to be engaging in either of the following without any recourse: gross
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  habitual absence from duty without prior permission or violations of any other
  rules/ regulations, terms and conditions or standing orders.

As a token of your acceptance of these terms, please sign the duplicate copy (on all pages) of this offer of Appointment and return the same to the undersigned.

We look forward to a fruitful association in the years to come.

Yours sincerely,

For Blackwood Architects-Interior Designers

Namit Chopra

Suhani Sood Chopra

(Directors)



I acknowledge the receipt of the offer of Appointment in original. I have carefully read all the terms and conditions of my employment at the Company and I have fully understood the same and accept them entirely.

Signature:

Date: 1st July 2024

Ar Prabhsimran Jeet Kaur

13, Mittal city, Khalsa nagar

Padampur, Sri Ganganagar

Rajasthan 335041

#### Annexure: A

Please note that your performance at Blackwood Architect will be reviewed on the skills mentioned below:

#### 1. TECHNICAL (For Architect/ ID or any other technical people)

#### 1a. Technical Knowledge

- Demonstration through understanding of the methods, techniques and procedure required to complete the job well.
- Maintaining business or technical skill level by additional training or research.

#### 1b. Planning / Organizing skills

- Plans and Organize work to maximize productivity and achieve objectives within assigned deadlines.
- Managers budget effectively. (if applicable)



#### 2. INTERPERSONAL

#### 2a. Leadership

- Delegates appropriately and empowers others.
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- Help develop employees towards their career development goals.
- Recognizes both individual and team contributions.
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· Confronts poor performance and resolves conflict.

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- Develops and suggests new ideas and work approaches.
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- Ready to explore new software and ways of presentation.

#### 3b. Problem solving

- Exercise effective judgment in making decisions.
- Independently able to weigh factors and make sound decisions.
- Proactive for the project progress and its control.

#### 4. OVERALL PERFORMANCE SCORE

You are expected to score at least -20% in your MIS (A consistent score of below -70% will not be appreciated and may require strict attention.)

Blackwood Architects- Interior Designers

Namit Chopra

Suhani Sood Chopra

(Directors)

Annexure: B

Other terms and conditions

Ar Prabhsimran Jeet Kaur



#### 1. NATURE OF WORK: -

Your nature of work mainly includes all the aspects of Design, Drafting and coordination as well as any other duties assigned to you from time to time. You will work at a high standard of initiative, creativity, efficiency and explained to you by your seniors from time to time.

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including development, process reports and reporting system. Failure to do so on your part will result in legal action against you.

#### 6. RESTRICTION ON PEROSNAL USE: -

Use of company resources for personal use is restricted.

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- You are expected to score at least -20% in your MIS (A consistent score
  of below -70% will not be appreciated and may require strict attention.)

#### 10. PERSONAL PARTICULARS: -

You will keep us informed of any change in your residential address, your family status, or any other relevant particulars. Let us know the name and address of your parents/guardians.



#### **Declaration**

I have read, understood and have been explained in detail the above terms and conditions of employment and am accepting the same. I agree to abide by the terms and conditions of employment and will be reporting for duty.

**Blackwood Architects-Interior Designers** 

Yours sincerely,

Namit Chopra

Suhani sood Chopra

Director

Signature:

Name of Employee: Ar Prabhsimran Jeet Kaur



15, Jatiya Hills, Ramble Road, Shastri Nagar, Ajmer-305001

+91-9024111677

info@maisonarchitects.in

www.maisonarchitects.in

Date: 12th July, 2024

To,

Ar. Prateek Khandelwal

Ajmer

**Sub: Job Appointment Letter** 

Dear Prateek,

This letter appoints you as a Junior Architect at our firm "Maison Architects", Ajmer, Rajasthan.

We hope you will prove yourself to be a very innovative and efficient employee for our company. The date of joining will be 15<sup>th</sup> July 2024 and remuneration for this job will be Rs 18000/- per month (to be paid monthly). The working hours would be from 9:30 A.M to 6:30 P.M. and will have weekly Sundays as holidays. You will be on a probation period of 2 months.

At the time of leaving the job, you have to inform atleast two month prior to office and should handover all the work to your colleague.

Your responsibilities will include but not be limited to the following:

- Undertake design project from concept to completion
- Determine the client's goals and requirements of the project
- Interpret and translate customer needs into rough plans
- Negotiate fees and set schedules for the project
- Research and decide on materials and products sourcing
- Place orders for materials and oversee installing the design elements
- Work closely with designers, decorators, architects and constructors
- Research and follow industry changes, evolutions and best practise

We are very happy to send you this appointment letter for the job mentioned earlier as an Junior Architect. Please submit a signed copy of this letter along with a copy of your Aadhar ID on the starting day of your employment.

We are eagerly waiting to enjoy your creations.

With regards,

Ar. Pranav Goyal

Proprietor

**Maison Architects** 



August 14, 2024

**Subject: Offer of Employment** 

Dear Mr. Shivam Bansal,

On behalf of Architects Shalini Amit, we are pleased to confirm our offer of employment to you as an Architect with our organization. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our organization latest by September 02, 2024.

Your salary per month, CTC would be Rs 24,000/- and will be subject to Income Tax deduction

at source as per Company Policies and practices.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial

relationship with our organization.

We would like you to join the Company on or before September 02, 2024. Please note that in case you do not join by the due date, the offer stands withdrawn. At the time of joining, it is mandatory for you to submit the documents mentioned below.

Copy of Provisional Degree.

As a token of your acceptance of our offer and the terms of employment described herein, please sign in the space provided below indicating your acceptance of our offer and deliver the duplicate copy of the duly signed offer letter to us at the above-mentioned address or through mail.

We look forward to you joining our team. If you wish to discuss any detail of this offer, please feel free to contact us.

Congratulations & Warm Regards, For Architects Shalini Amit

For ARCHITECTS SHALINI AMIT

Partner

Date: August 2024

Acceptance:

Partner

I, Shivam Bansal, S/O Mr. Anil Kumar Bansal, have read and understood the terms and conditions of the employment offer and do hereby agree and accept the same. I will join the

Company on 02 | 09 | 2024 Slevery

Please sign acceptance.

Date 15/08/2024



# Gilt Edge Architects

(Architects, Interior Designers, Landscape Designers, Turn key Vendor)

D-8, Kalwar Scheme, Gopal Bari, Near Railway Station, Jaipur-302001
Ph:- 91-141-2378558 E-mail:- giltdesign@gmail.com
Website :- www.giltedgearchitects.com

Ref.No.

## OFFER LETTER

Date - 20th July 2024

Dear Shweta Maheshwari,

We are pleased to offer you the position of an Jr. Architect with Gilt Edge Architects. We are confident that our offer represents a competitive Package that reflects the unique professional, culture, and relationship that we foster at Gilt Edge Architects. We feel confident that your skills and experience will contribute to the growth of our organization.

Salary & Benefits: You will be entitled to receive a fixed Salary of Rs. 20000/- (Rupees Twenty Thousand only) per month and next increment will be after one year from your joining date as per your work performance, also you have to accept all terms and condition of our company.

Joining date: 25th July 2024

Location: You will be required to work offline and be stationed in Jaipur, Rajasthan.

To give you an overview of Gilt Edge Architects, we are on a mission to Design and civil and creating a collaborative work environment. We value diversity, teamwork, transparency, and work-life balance. We are excited to have you as part of our company and expect to hear from you very soon.

Once again, thank you for choosing to be a part of Gilt Edge Architects. We look forward to achieving great things together!

In case of any concerns, feel free to contact us at giltdesign@gmail.com or 9460762774.

Sincerely,

Gilt Edge Architects.

de Archi

Jugal Kishore

HR Department

CandidateSignature

Read and Accepted

(Mhuetam aherinani)

Shweta Maheshwari

T: 9468925186

W: www.studioha.in



#### **OFFER LETTER**

Date - 17th June 2024

Dear Sohini Tripathi,

We are pleased to offer you the position of Architect with Studio HA. We are confident that our offer represents a competitive Package that reflects the unique professional, culture, and relationship that we foster at Studio HA. We feel confident that your skills and experience will contribute to the growth of our organization.

• Salary & Benefits: You will be entitled to receive a fixed Salary of Rs. 21000/- (Rupees Twenty One Thousand only) per month.

• Joining date: 01st July 2024

• Location: You will be required to work offline and be stationed in Jaipur, Rajasthan.

This offer letter is conditional and being made pending receipt of your acceptance before commencement of the employment start date at Studio HA.

You will be governed by the terms and conditions of employment as per the Studio HA regulations. This agreement witnesses both parties to follow and work under governed rules of the Company as are applicable to every employee in the organization. In the event you accept this offer, your employment with the Company will commence on the Date of Joining.

Please acknowledge your acceptance of this offer by signing and returning a copy of this letter within 24 hours. We are looking forward to welcoming you on board at Studio HA and helping you grow into a successful professional.

Disclaimer: Since this is the offer extended on behalf of Studio HA, So company reserves full right to withdraw the same at any given time. Also keeping in mind, that the particular position we are considering you for, will be filled on a first cum first serve basis of acceptance.

Sincerely, For Studio HA

(Candidate Signature)

Hemanshu Taneja Proprietor, Studio HA Read and Accepted Candidate Name -



#### BASILIUS INTERNATIONAL LLP

Reg. Off.: 2601, 26th Floor, Beau Monde, C Wing, Plot No C, Appasaheb Marathe Marg, Prabhadevi, Mumbai, 400025

Date: 9th July 2024

To, Toshiq Agarwal S/O. Gajanand Gupta H-70, New Bapu Nagar, Bhilwara, Rajasthan 311001

Sub: Offer cum Appointment letter for the Post of Project Jr. Architect

Dear Mr. Toshiq Agarwal,

With reference to your interview and discussions you had with us, we are pleased to offer you an employment as a Project Jr. Architect in our company. You will be located at our Jamnagar, Gujarat and will report to CEO.

Your all-inclusive remuneration package will be Rs. 22,000 pm. which will be subjected to taxes and other statutory deductions as may be applicable. You will be on Probation for the period of **Six Months**.

You shall join the company roles from **10**th **July 2024**.

If you fail to join your duties on the above-mentioned date, this offer cum appointment letter stands cancelled automatically and the offer stands withdrawn.

We welcome you to our company and wish you all the success. Thanking you,
Yours faithfully,

Ms. Rubina M.

HR & Admin Manager

Offer Accepted. Mr. Toshiq Agarwal Date:



#### **BASILIUS INTERNATIONAL LLP**

Reg. Off.: 2601, 26th Floor, Beau Monde, C Wing, Plot No C, Appasaheb Marathe Marg, Prabhadevi, Mumbai, 400025

#### **Salary Details**

Name: Mr. Toshiq Agarwal

**Designation**: Jr. Architect

Salary: Rs 22,000/- per month

+ Bachelor Accommodation

+ Food

NOTE: Pay slip is subject to selection of Flexible Benefits

The above Pay will be subject to prevailing Income Tax Rules and Regulations from time to time. All other terms and conditions of your appointment and subsequent amendments remain unchanged.

For Basilius International LLP

**AUTHORIZED SIGNATORY**