

Ref. No. MLK/20/235

Date. 23/11/2020

To Whomsoever It May Concern

This is to certify that Miss. Jyoti Rani Daughter of Mr. Ishar Ram residing at House No. 56, Ward No. 11B, Bazigar Basti, Dhuri, Sangrur (PB), India is an employee in our Asia Industries, Malerkotla (PB), India as Junior Systems Administrator, since 01st September 2017 to 20th November 2020.

Miss. Jyoti Rani is a great employee in our industry. We are very proud of her. For further inquiry, please feel free to contact our office or drop an email to us. We have given email id so you can contact us in the way you are comfortable with.

We wish her all the best in her future

Sincerely Yours,


For M/S ASIA INDUSTRIES

Mohd Irshad
Managing Director **Managing Director**
Asia Industries,
Malerkotla (PB), India.

Ref. No. DLK/17/190

Date. 28/08/2017

Appointment Letter

Dear Miss Jyoti Rani,

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of **Junior Systems Administrator** in our organization, with effect from **01st September 2017** on the following terms and conditions:

- You shall be on probation for 3 months from the date of commencement of your service which may be further extended at the discretion of the company. Notice period from either employee or company after confirmation of employment will be a period of 45 days. In the cases, probation or confirmed employee, company reserves the right to your emplacement till alterative person is employed.
- Your employment is for Asia Industries, Malerkotla (PB), but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.
- During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.
- It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization's functioning, finances and prospects and you shall be bound by the organization's decisions in this behalf.
- You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
- After tendering resignation from the company, and employee needs to return all company assets.
- Your job descriptions are as:
 1. Install and configure software and hardware & Manage network servers and technology tools.
 2. Set up accounts and workstations also Troubleshoot issues and outages.
 3. Monitor performance and maintain systems according to requirements.
 4. Ensure security through access controls, backups and firewalls. Upgrade systems with new releases.
 5. Develop expertise to train staff on new technologies.
 6. Build an internal wiki with technical documentation, manuals and IT policies.

You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter. I extend a warm welcome to you and wish you all the best for a successful career.

Sincerely Yours,


For M/S ASIA INDUSTRIES

Mohd Irshad

Managing Director *Managing Director*



Ref. No.: SEW/216/2022

Date: 01/10/2022

To Whom It May Concern

This is to certify that Mrs. Jyoti Rani W/O Mr. Amandeep Singh Residing at Vill. Ghamrouda, Nabha, Patiala (PB), India has been serving in M/s Shiv Engineering Works, Malerkotla (PB), India since 01st January 2021 to till date as a System Administrator.

Her job descriptions are as: -

- Maintaining the various computer systems owned or operated by the company.
- Providing end-user support, resolving technical issues and providing technical assistance for all operating systems and applications.
- Providing in-person and remote support through use of the telephone or remote access.
- Conferring with OS, database programmers, analysts. Maintaining business software applications
- Testing, validating and installing operating system and application security/performance patches.
- Assisting in utility account maintenance & helping with month end reporting.
- Supporting Management with tracking of computer/printer devices for asset controls.

During her working tenure we found her enthusiastic and motivated person. She is doing all the work with effectiveness and shows her sincerity. Her devotion is prominent in her work.

We wish her very best for her career and she will definitely prove to be an asset.

Warm Regards,

For Shiv Engineering Works

Rajan Jindal

Proprietor

M/s Shiv Engineering Works,

Malerkotla, Punjab, India.





Ref. No.: SEW/314/2020

Date: 28/12/2020

Offer Letter for the post of System Administrator

Dear Mrs. Jyoti Rani,

With reference to your personal interview, we are pleased to appoint you to the post of a System Administrator in our industry M/s Shiv Engineering Works, Malerkotla (PB), India on the following terms and conditions:

1. That you will report for duty immediately and in no case later than 01st January 2021.
2. That your pay scale will be Rs. 17200/Month (Seventeen Thousand Two Hundred Only) plus other allowances as permissible under company rules.
3. That you will be on probation for a period of 3 months from the date of joining. During this period either party can terminate the contract by giving one day's notice. After completion of this successfully, you will be taken on the regular roll of the company and will be able to leave the company either by giving one month's written notice or one month's pay. Likewise, the company will also be bound to give you either one month's written notice or one month's pay, in case it wants to terminate your services.
4. Your job includes duties like:
 - Maintaining the various computer systems owned or operated by the company.
 - Providing end-user support, resolving technical issues and providing technical assistance for all operating systems and applications.
 - Providing in-person and remote support through use of the telephone or remote access.
 - Conferring with OS, database programmers, analysts. Maintaining business software applications
 - Testing, validating and installing operating system and application security/performance patches.
 - Assisting in utility account maintenance & helping with month end reporting.
 - Supporting Management with tracking of computer/printer devices for asset controls.

We are looking forward to working with you.

Sincerely,

For Shiv Engineering Works

Rajan Jindal

Proprietor

M/s Shiv Engineering Works,

Malerkotla, Punjab, India.

