



**EXPERTRONS TECHNOLOGIES PRIVATE LIMITED**

**Date: -\*\*\*\*, 2022.**

**Private & Confidential**

To,  
\*\*\*\*\*,

**Subject: Offer Letter with Expertrons**

**Dear \*\*\*\*\*,**

We are pleased to offer you a **Designation** at Expertrons. Your date of joining would be **DOJ**.

We will be offering you this position at an emolument of ( **Rs. \*\*\*\*\*, \*\*\*\*\*** ) per annum, which includes a Fixed Monthly Component of **Rs. \*\*\*\*\*,** Fixed Incentive (disbursed quarterly) Component of **Rs. \*\*\*\*\*** and Monthly Variable Component of **Rs. \*\*\*\*\*,** consolidated as mentioned in Annexure A. The organization currently adheres to a six months probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability for the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons**.

Your appointment will be governed by the terms and conditions presented in **Annexure A**. For our records, you are requested to share the following documents

- Photocopy of Certificate of your last educational qualification
- Photocopy of the appointment letter and Salary slip/compensation slip
- Photocopy of relieving letter or work experience certificate
- Photocopy of Identity, address proof
- Expertrons Offer Letter with your Signature

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.



## EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

### **Annexure A**

*You shall be governed by the following terms and conditions of service during your job with Expertrons, and those may be amended from time to time.*

*1. You are being hired as a **Designation***

*2. Your date of joining is **DOJ**. If you are unable to join on the mentioned date, the offer will stand null and void. During this time you are expected to devote your time and efforts solely to Expertrons work. You are also required to let your mentor know about forthcoming events (if there are any) in advance so that your work can be planned accordingly.*

*3. You will be entitled to receive a cumulative Fixed Quarterly component after completion for the entire quarter. The disbursement will be based on the financial year quarter or you completing the quarter, whichever is later.*

*4. You will be entitled to receive the Variable component on the basis of your monthly performance evaluated on the performance rating or monthly achievement.*

*5. All the work that you will produce at or in relation to Expertrons will be the intellectual property of Expertrons. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking sites and offline among your friends, college, etc.) without prior discussion and approval with your mentor.*

*6. We take data privacy and security very seriously and to maintain the confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your job tenure will be your responsibility. Expertrons operate on the zero-tolerance principle with regard to any breach of data security guidelines. At the completion of the tenure, you are expected to hand over all Expertrons work/data stored on your Personal Computer to your mentor and delete the same from your machine.*

*7. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization. In the event of a breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company to an extent estimated by the Company.*

***8. Confidentiality and Invention Assignment:** Your employment is conditioned upon your execution of Confidentiality and Invention Assignment Agreements and agreement to abide by the terms and conditions of those Agreements. Failure to abide by the terms of the Agreements may result in your dismissal, and you are subject to their terms even after the termination of your employment.*

***9. Non-Solicitation of Customers:** You agree that during the term of your employment and for a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts;*

*(i) solicit any Restricted Business from any customer;*



**EXPERTRONS TECHNOLOGIES PRIVATE LIMITED**

(ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company;

(iii) reduce the amount of Restricted Business that any customer has customarily done or might propose doing with the Company.

**10. Non-Solicitation and Non-Hire of Company Employees:** You agree that during the term of your employment and a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not either directly or indirectly solicit or entice away or endeavour to solicit or to entice away or assist any other person to solicit or hire or entice away from the Company, any Company-employee.

**11. Confidentiality & Non-Compete and Non-Solicitation:** You certify not to share your salary or any company details along with not joining any competitor as an employee or contractor or solicit any employee from the company to join a company.

**12. Term:** The Company may terminate your employment for a cause with immediate effect at any time. No salary or allowances will be paid for any period if you are terminated for the following cause.

(i) In the reasonable judgment of the Company, any material breach of the terms of employment by you;

(ii) In the reasonable judgment of the Company, any gross negligence in the performance of your duties, intentional non-performance or mis-performance of such duties, or refusal to abide by the orders of superiors or refusal to comply with lawful directives of the Company or the Company's policies and procedures;

(iii) Any willful dishonesty, fraud, or misconduct by you with respect to the business or affairs of the Company, that in the reasonable judgment of the Company may materially and adversely affect the operations or reputation of the Company;

(iv) Your conviction by a court of law in any crime involving moral turpitude; or

(v) Your abuse of alcohol or drugs (legal or illegal) that, in the Company's reasonable judgment, materially impairs your ability to perform your duties.

(vi) If you remain absent from work without authorization or reasonable explanation, for more than seven consecutive days, it will be presumed as gross misconduct and have abandoned your responsibilities.

13. The Company reserves the right to withdraw the offer of appointment or terminate your employment with the Company with or without notice, without any compensation in case it is found that the information/details/documentation provided by you in connection with your employment is found to be false, incorrect or forged.

14. Under normal circumstances, either the company or you may terminate this association by providing a **notice of 30 days** without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviours or performance or any clause defined in clause 12. If you fail to serve notice as mentioned above, you will not be entitled to any salary or FNF

15. If you resign within 1 month of the employment, you will not be entitled to any salary or relieving letter. If you resign within 6 months from your date of joining, you will not be entitled to any relieving letter. Both the above clauses will super succeed all other clauses.

16. You are expected to conduct yourself with the utmost professionalism in dealing with your mentor, team members, colleagues, clients, and customers and treat everyone with due respect. Any kind of



## EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

*unauthorized use of the company name or defamation of the company by any means, during or post-employment will attract a legal proceeding and the company can demand compensation of Rs. 5,00,000/- for such action.*

*17. Expertrons is a start-up and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect appreciation & rewards to Follow.*

*18. Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the ONLY way we all can continuously push ourselves to do better.*

*19. Have fun at what you do and do the right thing – both the principles are the core of what Expertrons stands for and we expect you to imbibe them in your day-to-day actions and continuously challenge us if we are falling short of expectations on either of them.*

*20. You need to do a shift of 10 hrs from Monday to Saturday i.e 10.00 am to 8.00 pm*

*21. You will be a part of a 3 weeks training program called OJT (On Job Training) which is a cumulative assessment of your revenue generated, efforts put in as well as overall productivity achieved to assess your capabilities and appropriateness for employment. Your employment will be confirmed subject to successfully clearing the Mock Test followed by the OJT duration.*

*23. We are a performance-driven organization, and your continued employment with us is dependent on the successful completion of OJT. We will continue to support your success by providing the necessary guidance and relevant coaching from time to time. Despite this, should you not deliver results as communicated to you upon your joining and from time to time, you shall cease to be an employee with us.*

*24. The salary cycle is from the 26th of the current month to the 25th of the preceding month thus the disbursement will happen on or before the 7th of the preceding month.*

*24. All the employees are entitled to the salary disbursement according to the following circumstances:*

*Case 1: If you join on or before 20th of the month, then your salary will be disbursed in the same salary cycle.*

*Case 2: If you join after the 20th of the month, then your salary will be disbursed in the next salary cycle.*

*Case 3. In case of Exit, If any dues will be cleared within 45 days from the date we receive the FNF document, post completion of exit formalities.*

*26. The detailed breakup of your CTC will be shared in the Appointment Letter. You are expected to keep your salary package strictly confidential and not to share or discuss any information regarding the salary with anyone in the Company.*

*27. Laptop Policy: You will be required to carry your own devices (laptops, tablets, phones as per your job requirements).*



**EXPERTRONS TECHNOLOGIES PRIVATE LIMITED**

28. Preceding, during and succeeding the period of employment, (i) you agree that you will not disparage or criticize the Company or its Affiliates, or their respective businesses, management, directors, business practices, or equity holders (the "Company Entities") and that you will not otherwise do or say anything that could disrupt the good morale, or otherwise harm the interests or reputations, of the Company Entities and (ii) you agree that you will not disparage or criticize the product, services or the offerings of the company on any public forum, blogs, social network etc. In case of breach of this clause, the company will be liable to take legal action against you.

29. You need to report office, **Address:** 3rd Floor, Ackruti Softech Park, Shree Krishna Nagar, Marol MIDC Industry Estate, Andheri East, Mumbai, Maharashtra 400093.

*I have negotiated, agreed, read, and understood all the terms and conditions of this job letter as well as Annexure hereto and affix my signature in complete acceptance of the terms of the letter.*

Congratulations!

Warm Regards,

Krishna Sapariya  
HR Manager

Date:

Signature:

Place:

Name: