

Ref # HR/ Intern/2025

OFFER LETTER

Date 28/02/2025

To,
Venkata Mani Sai Lokesh,
Email: kvmslokesh@gmail.com| Mobile: 9951898444.

Dear Venkata Mani Sai Lokesh,

Thank you for the keen interest you have shown in our organization and consequently with reference to your application and the subsequent interview(s) and the discussions you had with us, we are pleased to appoint you a career with **VIVENNS GLOBAL PRIVATE LIMITED (VGPL)**. Please kindly accept our heartiest congratulations and we look forward to welcoming you onboard.

If you accept this offer and join our organization, you shall be designated as “**Intern /Jr Developer-Trainee**” role in our organization with effect from the date of your joining on the standard terms and conditions specified below. This offer of employment is subject to the successful completion of your background verification process (refer to the checklist at the end) and conducted by our organization before you join the employment if accepted.

Prior to joining our employment, you are deemed to confirm that:

- a) You have terminated your employment with your current/previous employer in accordance with the terms and conditions of the said employment.
- b) There are no continuing obligations or restrictions which apply to your previous employments.
- c) That no amounts will be due and payable by you to your previous employers.
- d) You do not possess nor have failed to return any property but are not limited to any devices, data, materials or reproductions of any afore-mentioned items belonging to your previous employer.
- e) There are any health-related medical illness and physical fitness issues or concerns not yet disclosed.

Below are the Terms and Conditions applicable to this Offer:

1. Initially You will be on **paid Internship** for a period of 6 Months, and you will be paid Stipend of **Rs.15,000** per month, followed by onboarding from the 7th month, subject to satisfactory performance evaluation. After successful Completion of your Internship Period, you need to work for Minimum of 24 Months with VGPL. During the **First year**, you will be paid a monthly salary of Rs. **25,000/-** amount (Rupees **3 Lacs** per annum only) and in the **Second year**, you will be paid a monthly salary of Rs. **30,000/-** amount (Rupees **3.6 Lacs** per annum only) subject to deduction of income tax as Per the Income Tax Act, and any other applicable taxes and statutory deductions. After successful completion of your tenure with VGPL if you wish to leave the organization, you are required to give prior notice period of 90 days.
2. Non-Performance:
 - i) During the period of your internship if your performance is not satisfactory, the management may terminate your employment by giving 1-week prior notice in writing.
 - ii) After Completion of your internship Period if your performance is not satisfactory, the management may terminate your employment by giving 1 Month prior notice in writing.
3. You will not be eligible for any other allowances or benefits except specified above.
4. You are also required to execute a separate IPRA Agreement and Confidentiality Agreement with the company.
5. You will be governed by the conditions of service and rules and regulations of the company that are in operation now and those that may be brought into force from time to time at the sole discretion of the management.

6. You shall not carry on any business or engage yourself for any part of your time in any capacity in the services for be employed by any other firm, company or person, while in services of this company. You will devote your whole time and attention to your duties to promote the interest of our organization and will not utilize or divulge to any person/ persons any of our trade secrets or other related information in connection with process, data or business which you may possess or come across by virtue of the nature of work.

"As a condition of employment with VGPL employees shall not solicit business or act upon unauthorized service requests from VGPL's customers, clients or staff during the employment period and for a period of 18 months after the cessation of employment with VGPL, unless otherwise authorized by VGPL, which will not be withheld unreasonably. As a condition of employment with VGPL employees shall not start or operate a business similar to VGPL's for 36 months from the date of termination of employment with VGPL

Your services shall be liable to be transferred from one place to the other place in any part of India/abroad or from one department to the other or from one post to the other solely at the discretion of the management.

1. The grant of any kind of leave will be at the sole discretion of the management according to the exigencies of work and circumstances.

2. You will be responsible for the safekeeping and return in good condition of the company's property, which may be in your use, custody, care or charge. The company shall have the right to deduct the money value of such items from you and also to take necessary disciplinary action in the event of your failure to account for such property.

3. Your services are liable to be suspended pending enquiry or pending any disciplinary proceedings or pending enquiry by police at any time by an order of suspension in writing.

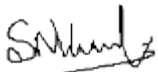
4. You shall diligently and faithfully perform and carry out the instructions and duties that may be entrusted to you at the sole discretion of the management in any section/department or place from time to time.

5. By virtue of performance if it is found that you have lost, or lack the skill, power, knowledge, or ability to perform the job for which you are appointed, the management has the right to terminate your services by giving the required notice, as the case may be

1. It shall be your duty to bring to the notice of the management immediately that comes to your knowledge any acts or omissions of any other employee/consultant which result in loss of company's property or affect prejudicially the interest or reputation or goodwill of the company.
2. It is your duty to keep the management informed immediately of any change in your residential address within 3 days of such a change.
3. You will not be entitled to any compensation whatsoever if your services are terminated as per this appointment order/service agreement or any other rules which are in operation or those that may be brought into operation by the management.
4. The letter of appointment shall be issued to you on the understanding that all the information given by you in your application/biodata is correct, true and complete. If it is found at any time that the information given by you in your application/biodata is false or incorrect or suppressed, this appointment shall be null and void and you shall cease to be an employee of the VGPL company.
5. In case you are deputed for work at client's place, you are required to submit time sheets duly signed by the client as per the prescribed format on weekly basis showing the work performed by him on daily basis to this office, failing which the concerned employee will not be paid his salary until he submits the time sheets.
6. Please sign the attached duplicate copy of this appointment letter as token of your acceptance of the above terms and conditions and return the same to us immediately.

We hope you will find this offer acceptable and we are confident that you shall contribute to the values of the organization and wishing you long and fruitful career with us.

Yours sincerely



S. NARENDRA KUMAR

Director – Operations,

VIVENNS GLOBAL PRIVATE LIMITED (VGPL)

I have carefully read the above-mentioned terms and conditions of this appointment order and understood the same and I hereby accept the same.

Signature of the Employee:

Name

Signature

Date

Checklist Documents to be submitted by New Employee

All new employees are required to furnish the following documents, originals of which have to be brought for verification with the copies to the HR department. The originals shall be returned after verification.

| S.No | Documents | Yes | No |
|------|---|-----|----|
| 1 | Relieving letter & experience letter from previous employer | | |
| 2 | Proof of last two salary slips or salary certificate | | |
| 3 | Proof of date of birth | | |
| 4 | Certificates of educational qualifications | | |
| 5 | Experience certificates from all previous employers | | |
| 6 | Passport size colored photographs (4 copies) | | |
| 7 | Copy of Passport (First & last two pages where applicable) | | |
| 8 | Form 16 from the previous employer (where applicable) | | |
| 9 | Proof of address (copy of passport/ration card/ Landline bill) | | |
| 10 | Proof of Identify, i.e. Pan card, driving license, electoral card | | |
| 11 | Contact details of 2 References who are not related to you | | |

OFFER DATES (Tentative and Negotiated):

Due date to submit the above eligible documents: One week from joining “VGPL” Offer

Valid Due Date: **Monday, 03rd Mar 2025.**

Employment Start Date **Monday, 03rd Mar 2025.**

Work Timings: **9:15am to 6:30pm**

Working Days: **5 Days. (Monday – Friday)**

If you accept this offer of employment, you are required to join our employment on the start date. If you are unable to report on the above date you are required to inform us in writing.

If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before the offer valid due date. If you are accepting our offer letter, please send us your confirmation within 72 hours. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

For any enquiries, please do not hesitate to call us:

Contact: **HR Dept.**

Phone : Mobile: +91 9030990151