

BASS/APPT/2022/1225

July 24, 2022

Dear **Mr. Samir Sengupta**

Sub: Letter of Offer/Appointment

Consequent to your application and interview held with us, we are pleased to offer you employment on the terms below effective from August 1, 2022.

Designation: Data Analyst

Current Place of Posting: Mumbai

Division-Function: Profit Maxima

Cost to Company: You will be paid a salary of Rs. **2, 80,000/-** (Rupees Two Lakh Forty Thousand Only per annum) (CTC)

1. Terms of Appointment

- 1.1. That you will be governed by the Service Rules, Regulations, and service conditions in force from time to time.
- 1.2. Please note that this offer is subject to your being medically fit. You shall at the time of entering the service or latest within a week of joining produce a medical certificate from registered medical practitioner approved by company or from the Company's Medical Officer certifying that you are medically fit for work and are not suffering from any contagious / infectious disease. Your employment is subject to your being medically fit throughout the period of employment with this company. At any time during your employment with the Company, the Company may ask you to appear before any doctor of the Company's choice for medical examination at Company's cost and you will be bound by such orders. If such an examination reveals that you are not medically fit &/or suffering from infectious disease the Company may terminate your services. You shall also get yourself inoculated and/or vaccinated at the cost of Company as and when required by the Company.

2. Place of Posting and Transfers

- 2.1. Irrespective of your current place of posting, you may be required to serve at any place within or outside India at absolute discretion of the Company. Your services are liable to be transferred to any of the Branches. Establishments of the Company and / or to any of the Branches I Establishments of any of the company (ies) under the same management. The term "company (ies) under the same management" shall have the same meaning as is assigned to it in Section 370 of Companies Act, 1956 as amended from time to time or Acts in lieu / replacement thereof and in such an eventuality the section most nearly close in meaning & scope as Section 370 as it currently stands. On such transfer you will be governed by the Service Rules & Regulations and all other working conditions, terms of service as in force from time to time in that Branch/



Establishment of the company &for "company(ies) under the same management" to which you may be transferred.

3. Probation, Confirmation & Promotions etc.

3.1. Your probation period 6 Month.

3.2. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &! or successfully undergoing required studies /vocational courses.

3.3. After confirmation of your services in writing by the company, you as well as the company have the right to terminate the services with a notice period of 45 days or payment in lieu of the notice period. However, theCompany reserves the right to terminate your services even after confirmation without any notice or salaryin lieu thereof if you are found to have violated any of the terms and conditions of this offer letter &/or violated the Service Rules & Regulations and any other working conditions, terms of service as in force fromtime to time.

3.4. All promotions and demotions will be at the sole discretion of the Company.

3.5. Your retirement will be as per Service Rules & Regulations as in force from time to time, retirement age at present is 58 years.

4. Discipline

4.1. You will be governed by the Service Rules and Regulations etc. as are in force from time to time.

4.2. You will submit yourself to the orders of the company and the Officer and authorities under which the Company may from time to time place you.

4.3. You will abide by the Employee Code of Conduct applicable to all employees in the company.

4.4. You will employ yourself efficiently and diligently to the best of your ability and will devote your whole time to the duties of the company and will not engage yourself directly or indirectly in any service, trade, business, vocation or occupation (including agency of any Insurance Company), or in advisory capacity and will not except in case of accident or illness certified by the competent medical authority absent yourself from duty without having first obtained permission from the Company's authorized Officers.

4.5. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct". Misconduct shall include but be not limited to reasonable suspicion of, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.



- 4.6. You shall not absent yourself from the services of the Company without prior written permission or overstay the sanctioned leave. Any unauthorized absence for seven or more consecutive days will be deemed to be abandonment of the service voluntarily without due notice and may result in your name being struck off the rolls.
- 4.7. If any personal injury is caused to you by accident while engaged on duty of the Company, the Company shall only be liable to pay compensation in accordance with the principles laid down in the Workmen's Compensation Act, 1923 or any Statutory modification thereof, but if you are covered under the Employee's State Insurance Act, 1948, the clause regarding compensation would not apply.
- 4.8. You will treat all information, documents and papers and other matters coming to you from the company or due to your being employee/ associate of the company, including the contents of this letter, your remuneration and service conditions strictly confidential and not divulge the same, without express permission of the designated officers of the Company, to any person, including employees/ associates of this company for employees/associates of any of the "company lies) under the same management" as defined herein above. The word associate shall mean any person other than an employee connected or working for the company &/or "company under the same management in any capacity such as consultant, advisor, advocate and contractor etc.
- 4.9. You are appointed on the basis of the details mentioned by you in your Application/ Personal Profile Form/Background Verification Form including but not limited to education and experience etc... In case the details/ facts mentioned therein are found to be incorrect, the same may result in termination of your appointment without any notice or salary in lieu thereof.
- 4.10. The Company may conduct Background verification on you and your services are liable to be terminated without any notice or salary in lieu thereof in case your Background Verification report is found to be unsatisfactory.
- 4.11. You shall not for a period of one year after resignation/termination / retirement from the service solicit business from persons / clients of the Company.



5. You are required to submit the following documents:

1. Copy of Educational Certificates.
2. Photocopy of your PAN Card.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter in token of your acceptance.

Yours Faithfully,
For **Profit Maxima**



Authorized Signatory



Annexure

Name: Samir Sengupta

Role: Data Analyst

Compensation Breakup:

Component	Annual CTC
Basic	160,000.00
HRA	60,000.00
Conveyance	19,200.00
Medical	15,000.00
Telephone	24,000.00
Special Allowance	1,800.00
Total CTC	280,000.00

Bonus*: Bonus is variable pay.

Yours Faithfully,
For **Profit Maxima**



Authorized Signatory



Profit Maxima

A Member of Baranwal and Associates



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