



EMPLOYMENT OFFER

2nd Jan 2023

To

Manish Kumar Mandal

It was a pleasure interacting with you over the last few days. Each member of our executive team was impressed with your candidature.

We refer to our discussions with you and are pleased to offer you an appointment with us as

US IT RECRUITER.

The terms and conditions and other details are given below.

Your place of Posting would be **Noida** and the date of joining would be **5th Jan 2023**.

Compensation Details

You will be paid a fixed annual total compensation of **Rs. 3,13,200/-** (refer annexure 'A' for break up). Your targets will be defined, discussed and documented within a few days of your joining the company.

Benefits Details

In addition to the above-mentioned fixed pay package depending on your work profile, you will be entitled to a lucrative incentive payout. The structure for the same will be discussed with you on your date of joining. As per our incentive and bonus pay norms, you shall be on rolls of the company and shall not be serving notice period.

Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.



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Annual Increment

We will follow an anniversary appraisal format and the review cycle runs from September. Consequently, you will be eligible for an annual increment based on your performance review.

Public Holidays and Working Hours

The working day shall comprise eight working hours and a lunch break for an hour. The normal working hours are between 10:00 AM to 07:00 PM IST Time Zones.

You are entitled to have 10 holidays for the calendar year, details of the same will be shared post joining.

Amendments

All the above terms are as per our current policies and practices and may be amended from time to time. You will be informed of changes in the terms and conditions of service, if any. We look forward to you joining us and to a mutually rewarding association. Please do not hesitate to call us for any information you may need.

Separation from the company

At the time of formally resigning from service you shall need to serve the 15 days "Notice Period". For any reasons if you fail in serving the notice the company has a right to hold your experience & relieving letter and salary.

If your services are terminated by the Company due to misdemeanour, unsatisfactory performance or any other disciplinary matter, the Company reserves the right to terminate your services without pay and notice.

Full & Final Settlement

In case of employees who have resigned from Precesion Staffing Private Limited, their Full & final settlement would be made after 30 days from their last working day with Precesion Staffing Private Limited upon the receipt of all tax-related documents.



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Annexure A

Name: Manish Kumar Mandal

Designation: US IT RECRUITER

Salary Components	Monthly (Rs)	Annual (Rs)
Basic Salary	18270	219240
HRA	3132	37584
Statutory Bonus	2610	31320
Special Allowance	2088	25056
Gross Salary	26100	313200
Employer Contribution to PT+Admin Charges	800	9600
Cost to Company (CTC)	25300	303600
* Taxes are eligible as per Income Tax rules.		

- ✓ Taxes applicable as per Income Tax rules.
- ✓ Gratuity, on separation after 5 years of continuous service, payable as per payment of gratuity act.
- ✓ Insurance coverage – will be as per company policy

For Precesion Staffing Private Limited

(Authorized Signatory)

Shivani Das

Human Resources-Manager



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Annexure B

Terms & Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with Precesion Staffing Private Limited (hereafter referred to as the "Company"), and those that may be amended from time to time.

Statement of Facts

The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to terminate your services.

Duties

During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in letter and spirit.

During working hours, you shall entirely devote your time, attention and abilities to the business of the company.

You shall not, without the company's prior written consent, be in any way directly or indirectly engaged and concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express permission from the competent authority.

During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.



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Public Holidays and Working Hours

The working day shall comprise eight working hours and a lunch break for an hour. The normal working hours are between 7:00 PM to 04:00 AM IST Time Zones.

You are expected to report to work precisely by 07:00 PM. Any delay in reporting will be considered as a violation of the company's code of conduct, and the company reserves right to levy a penalty of half a day's pay from your salary for the late log in.

You are entitled to have 10 holidays for the calendar year, details of the same will be shared post joining.

Leave & Vacation

Each Personnel are entitled for total 12 days annual leave. The Personnel shall not be entitled for any advance paid leave. This paid leave can be carried forward calendar month on calendar month but not year on year and there shall not be any leave encashment. If you avail leave without prior approval then you will be punished for 7 days loss of pay or you will be terminated from your services without any notice. You shall be entitled to avail leaves only with prior approval from your Manager. Salary cannot be paid for the weekends/Holidays fall under long leaves.

Conduct

You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions. You shall honour and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.

Dress Code

The dress code is reflective of the Company's professional standards in its approach to work and how it relates to its customers, suppliers and competitors.

- i. Gentlemen: Neatly pressed half / full sleeved collar shirts tucked into trousers and well-polished formal black or brown leather shoes. Single colored full-length jeans, collared t-shirts and sports shoes



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- ii. Ladies: Indian formals – saree, salwar / churidar, kameez with appropriate footwear.
Western formals – collared shirts with trousers or full-length skirts and appropriate footwear

Single collared full-length jeans, full length skirts, t-shirts, tops and appropriate footwear.

Confidentiality

You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, dealings with information relating to suppliers, employees, agents, distributors and customers. You shall not, during your employment and at all times thereafter, directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged or disclose by law.

You shall not take copies of confidential documents or information for your own purposes and forthwith upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, & optic recording) relating to matters concerning the business or dealings or affairs of the Company.

You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Manager you report to.

Arbitration

Any disputes of any kind arising out of or in connection with your employment or breach of your agreement with the Company shall be referred to Arbitration in Hyderabad of a single arbitrator appointed by the Company and this Agreement shall be governed and construed in all respects in accordance with the laws prevalent in India including the Laws of arbitration as amended from time to time. The parties would be entitled to seek injunction or conservatory reliefs from the appropriate Courts in Hyderabad. The seeking and obtaining of such relief's shall not prejudice the party's rights under Arbitration.



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Separation from the company

At the time of formally resigning from service you shall serve the 15 days "Notice Period". If your services are terminated by the Company due to misdemeanor, unsatisfactory performance or any other disciplinary matter, the Company reserves the right to terminate your services without pay and notice.

Full & Final Settlement

In case of employees who have resigned from Precesion Staffing Private Limited, their Full & final settlement would be made after 30 days from their last working day with Precesion Staffing Private Limited upon the receipt of all tax-related documents.

I accept the above-mentioned terms and conditions of employment with the company

For Precesion Staffing Private Limited

(Authorized Signatory)

Receivers Signature

Signature:

Full Name:





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STAFFING



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