To 06th Jul. 2021

# Ms.Ridhima D

# D/o: DivyaMohanShrimali

**PAN ID: GAEPS1209F**

No.20/2, Vanjinathan street,

Krishnamoorthy Nagar,

Kodungaiyur,Chennai

Tamilnadu– 600 118.

Cellphone: +91-9176530879

Email id:[d.ridhimashrimali@gmail.com](mailto:d.ridhimashrimali@gmail.com)

Dear **Ms.Ridhima,**

**Offer of Employment**

We are pleased to offer you an opportunity to work as **HR Recruitment and Operations**

with **Techwaukee Pvt. Ltd.** From **02nd Aug 2021**.

Your position is subject to the following terms and conditions.

# Terms & Conditions

* 1. You are entitled to a CTC of **INR 3,60,000 /- (inclusive of all deductions) per annum**. Your position is subject to the following terms and conditions.
  2. Your salary will be processed on or before the 1st of every month.
  3. The remuneration is confidential and you are expected not to disclose this information to anyone in the company or in the industry.

# Probation Period

* 1. At any time during the probationary period of first 3 months from start date, such employment may be terminated by the Company on one day’s notice being given without any reason being assigned for such termination.
  2. During this time, you will learn your responsibilities, get acquainted with your co-workers, and determine whether you are happy with your job. Also, during this time, you are responsible to report your work progress and activities to your Supervisor via the Email or Phone

# Place of work

You will be posted in **Techwaukee Private Limited, Workafella- Highstreet, Teynampet Chennai, India.** The Company will be entitled to transfer you during the probation or after your confirmation to any division, section, office or locality including in any other associated subsidiary to group Company in

the same locality or at any other associated subsidiary or group Company in the same or at any other place

in India or abroad in the same or similar capacity on the same terms and conditions and emoluments as applicable at the place where you are so transferred.

# Working Hours

Your working hours are **Monday through Friday** from **9.00 AM to 6.30 PM IST**. You might be required to extend working hours to meet the delivery schedule however, due to business exigencies employees may be required to work at different timings which may be prescribed by the Delivery Head/Team Leader from time to time.

# Vacation Benefits & Holidays

Leave benefits are as follows:

For Confirmed Employees: For every 30 days worked, 1 day General leave would be credited, **General Leave (GL): 12 days in a calendar year**

You will be following Indian holidays. The HR will publish the list periodically.

# Other Allowances:

# Bonus for making closure with our external customer (For 1 Closure- 5000 INR likewise for N' of closures and it will be reflected in the account after 3 months candidate joined the project).

**All travel** and other expenses incident to the rendering of services reasonably incurred on behalf of the Company by the Employee during the term of this Agreement shall be paid by the Employer.

# Verification

* 1. This appointment is based on the details provided by you in the Company application form/employee data form/during the interview/data provided prior to or at the time of joining.
  2. The offer is made based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks, and approval of your employment/immigration pass application (wherever applicable). For audit purposes, you are also expected to provide an original copy of your last pay slip to the Human Resources Department.
  3. Any misrepresentation in the information provided will give the Company authority to terminate your service immediately without any notice.

# Code of Ethics and Business Conduct

* 1. You will abide by the rules and regulations of the Company, which may be in force or as amended from time to time, failing, which the Company will take necessary disciplinary action as per Company’s policy.
  2. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your application/certificates and/or bio- data are correct. In case aforesaid particulars are found to be incorrect or it is found that you have concealed or withheld some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled without any notice.
  3. You shall be governed by the service Rules & Regulations and policies of the Company that are in force or will be introduced and / or modified from time to time. Any amendment or modification thereto shall be binding on you. In addition, the Company rules and regulations are to be followed as per specified in the HR policy.
  4. While in the services of the Company, you shall not engage directly or indirectly in any trade or business or undertake any other employment with or without any commercial gain. Breach of this condition shall lead to immediate termination of your services by the Company without any notice or compensation.
  5. You agree that during the term of employment and after the termination of your employment, you shall not in any way, directly or indirectly:
     + Induce or attempt to induce any employee of the company to quit employment with the company.
     + Otherwise interfere with or disrupt Company’s relationship with its employees.
     + Solicit, entice, or hire away any employee of the Company

# Cyber Crimes

You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit and cyber-crime. For the purpose of this offer letter, “Cyber Crimes” means any isolated or concerted act done anywhere by which the originator of such act or associates.

* 1. Gain unauthorized access to the computer system or computer network.
  2. Downloads copies or extracts any information or data from such system.
  3. Introduces any harmful code.
  4. Causes any damage to the system or network.
  5. Causes the non-functioning or mal-functioning of any system or network.
  6. Causes denial of access to any authorized person to the system or network.
  7. Contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under.
  8. Tampers or manipulates any system or network with the object of operating the account of another person.
  9. Alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means.
  10. Does anything which has the effect of adversely the performance of a computer network or services.

# Restrictions

You will not during the term of your employment with the company and a period of 1 year following the date of termination of your employment, do or permit any of the following without prior written consent of the company:

* 1. Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the company in India, including without limitation companies engaged in similar activities as those of the company as were performed or developed at any time during your tenure.
  2. Solicit customers of any person who is or has been a customer of the company for the purpose of offering to that person goods or services similar to or competing with those of the company.
  3. Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above.
  4. Solicit any employees of the company, which includes the persons employed by the company after termination of your employment with company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.

# Confidentiality/ Secrecy

* 1. You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the company. You shall act in due diligence not to divulge any client information or professional secrets of the company. Infringement of this condition will render you liable to summary dismissal and / or prosecution.
  2. You must not at any time after leaving the employment of the company for any reason, disclosed or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the company or to other companies and / or affiliates of the company in India or abroad.
  3. On the termination of the employment for whatever the reason, you will be required to return to the company all property, documents and papers in your possession or under your control; relating to your employment or to clients’ business affairs.
  4. You must not anywhere, at any time after termination of your services or employment with the company, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the company.
  5. You undertake that you shall not at any time represent to the world at large of your association with Techwaukee, to derive any commercial value or benefit from the goodwill of Techwaukee for your own benefit or the benefit of your future / prospective employer except for the purposes of furnishing

the resume of your past experience to the prospective employer and shall not in any manner publish in the resume that you are associated with Techwaukee subsequently after his

resigning/relieving/termination from Techwaukee Services.

# Classified Information Agreement

1. You must keep secret all confidential matters of the Company including but not limited to customer lists, subscription lists, details of author or consultant contracts, pricing policies, marketing plans or strategies, business acquisition plans, research projects and other business affairs of the Company, and you must not disclose them to anyone outside the Company without the Company’s express written consent.
2. Your duties to maintain confidentiality remain even if your employment ends. Any breach of this policy will not be tolerated and the Company may take legal action. The nature of our business and the economic well-being of our Company are dependent upon protecting and maintaining proprietary Company information.
3. You will be required to enter into a Non-Disclosure Agreement with the Company at the time of joining and any other confidentiality agreement that may be prescribed by the overseas client/s that you would be working for from time to time.

# Notice of Termination

* 1. During the probation period, your services with the Company are liable to be terminated at any time, without any notice or commission or assigning of any reason there of and at the sole discretion of the Company.
  2. After your confirmation if your services are not satisfactory, the Company will terminate your service after giving you 15 days’ notice, at the sole discretion of the management.
  3. In case if the performance of the Employee is not satisfactory, the Company will terminate your service without any prior notice.
  4. Notwithstanding any other provision hereof, the Company without notice or payment in lieu of notice may terminate your employment if it has reasonable grounds to believe that you have committed any breach of this agreement/polices.
  5. Any voluntary termination of employment by employee has to be done against a letter of resignation to his/her supervisor or Department Head. During probation or after being confirmed resignation requires **3 months’ notice** or compensation to the Company equal to a prorated amount of the cost to the Company to the extent of deficit notice. During this notice period you will not be eligible to take any leave.
  6. In case you absent yourself from duty continuously for 10 days or more without notice, you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of the contract of employment by you and not a termination of services by the Company. In such circumstances, the Company will have the discretion of adjusting salary against the notice period of such abandonment.

# Validity

You have been engaged on the presumption that the particulars furnished by you in your application and / or Bio-data are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the Company shall stand terminated / cancelled without any notice.

This appointment is conditional on our receiving satisfactory reference from the list of referees furnished by you at the time of interview. Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your

employment with **TECHWAUKEE PRIVATE LIMITED**. On the day of your joining you will be required to

return the duplicate copy of your offer letter duly signed for our records.

We welcome you to the family of **TECHWAUKEE PRIVATE LIMITED** and wish to have a long-term association with us. We are confident you will be able to make a significant contribution to the success of our Company.

Documents required on the date of joining,

1. Qualification documents,
2. Salary Slip of last three months
3. Address & ID proofs

For Techwaukee Pvt. Ltd. Sincerely,



# Tamilarasi S Authorized signatory

**Salary Structure:**

**Annual CTC Monthly CTC**

|  |  |  |
| --- | --- | --- |
| Basic Salary | 1,62,000.00 | 13,500.00 |
| House Rent Allowance | 81,000.00 | 6,750.00 |
| Personal Pay | 40,500.00 | 3,375.00 |
| Special Allowance | 52,650.00 | 4,387.50 |
| Medical Allowance | 7,650.00 | 637.50 |
| Transport Allowance | 16,200.00 | 1350.00 |
| **Total** | **3,60,000.00** | **30,000.00** |

|  |  |  |
| --- | --- | --- |
| **Deductions** | | |
| Income Tax | As per the Tax Slab FY 2021-22 | |
| Professional Tax | Nil | Nil |
| PF (Employee’s Contribution) | Nil | Nil |
| Other Deductions (ESI) | Nil | Nil |
| **Total deductions** | **Nil** | **Nil** |
|  |  |  |
| **Net pay** | **3,60,000.00** | **30,000.00** |
|  |  |  |
| **Cost to Company** | **3,60,000.00** | **30,000.00** |

**DECLARATION**

By signing and dating this letter below, I, , accept the job offer as

# HR Recruitment and Operations with Techwaukee Private Limited.

Signature:

Date: