

OFFER LETTER

Name : **Ramesh Kumar Yadav**

Date : **05/02/2024**

Fater's Name : **Jokhu Lal Yadav**

Address : **Ahmadpur, Atrampur urf Nawabganj, Prayagraj. - 229412**

Further to as per our discussions based on your past experience and our present requirement of having propaganda at your territory we are pleased to inform you are hereby appointed as **Supervisor** in our organization i.e. PSP GROUP, to be based at **HQ Prayagraj** as per future requirement of the company, as per terms and conditions discussed and agreed upon as under with your personal details:-

- This appointment is effective from, the date on or before **05/02/2024** of your joining our organization.
- Your job profile will be having following role and responsibilities :-
- To make people aware about various schemes run by the government like skill development programme, cleanliness mission, Nari Shakti Mission etc.
- Providing assistance and training to female workers working under you.
- Reviewing all the tasks given in your area and preparing reports and submitting them to the office.
- Your working timings will be from 09:30 am to 5:30 pm, Monday o Saturday and information be given in the office for your presence regularly, however you may be required to work extra hours during. Extra work during tour and travel cannot be compensated with holidays.

Note :- Your salary will be credited according your to achievement and director approval if you are unable to deliver committed work

- During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Organization in writing. Any contravention of this condition will entail termination of your services from the Organization.

- During the period of service with the company, you shall not indulge and or take part in any activity of formation of council and / or association or become a member being part of Management staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
- Your services are liable to be transferred or loaned or assigned with/without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
- PSP Group will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister/associate concern.
- In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the management will treat you as having voluntarily abandoned the service of the Company.

Your services are liable to be terminated at any time if :

- (i) During probation or after confirmation, in case you are found to be medically unfit.
- (ii) As and when the Company comes to know of any conviction by the Court Law during the tenure of your service with us or conviction and / or any Bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc.

- You will keep the Company informed of any change in your residential address that may have happened during the course of employment of your service with the company.
- All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment. During the course of employment with the Organization, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know-how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Organization, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2years period.
- You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
- You will not seek membership of any local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned , it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services , as it may deem fit.
- While you are in employment of the Organization, you may be given or handed over company's property and/or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with the Organization, you shall return all documents, books, papers relating to the affairs of the Organization, purchased with the Organization, money, which may have come to you, and also any property of the Organization in your possession.

- You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

For PSP Group

Name of the Employee

Authorized Signatory

Signature of Employee

UNDERTAKING BY THE CANDIDATE

I _____ S/o _____
residence of _____ Declare

that I have understood the Organization terms and conditions mentioned in the Appointment letter given to me by PSP Group and I am agree that In case I am not able to convert any distributor or any business for the Organization in the initial time period as specified in the Organization's offer letter I will not demand any Salary or Effort cost from the Organization.

Compensation Detail

Particulars	Monthly	Yearly
Basic	8000	96000
HRA	1000	12000
Mobile Phone Allowance	300	3600
Medical Policy Allowance	500	6000
LTA	500	6000
Other Allowance	2000	24000
Total A	12300	147600
Incentive (Variable As per Policy)		36000
PF employee Share		00
ESI Employee Share		00
Gratuity		Applicable
Total B		00
Total CTC (A+B)		183600 + Gratuity