

**Date: 24<sup>th</sup> March 2025**

To

Avinash Kumar Maurya  
295/5, Balda,  
Shahgang Chawk,  
Lucknow-226003

**Subject: Offer Letter cum Appointment Letter**

**Dear Avinash,**

**Congratulations!** With reference to your interview and our subsequent interactions, the management hereby takes pride in bringing you on board with **TPEG International LLC, Dubai** as **Software Engineer**.

Your present place of posting would be **Okhla Phase 1, Delhi**. Your total annual compensation will be **INR 6,00,000**, and your monthly compensation is **INR 50,000**.

Your expected date of joining should not be later than **Saturday, March 01, 2025**.

You will be governed by the current Leave Policy of the company and entitled to 12 care leaves during a financial year. Care leave will be carried forward to next month if not availed. Care leave will be due at the end of each month and cannot be availed before it gets due. Unveiled leaves lapse at the end of the financial year or with the resignation/termination of the appointment.

Your position is a full-time consultant with the Company, and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part-time or otherwise).

Your official working hours will be 10.00 a.m. to 7:00 p.m. There will be one official off every week, and roster plan will be informed to you by your reporting manager. Since clients of the company are in different countries, at times you may have to be available for unexpected meetings, calls or anything urgent from company or clients side.

You will be on probation for 6 months, which is extendable for the next 3 bases your performance during probation.

During the probationary period, your services may be terminated on either side by giving seven days' notice. However, on confirmation, the services can be terminated from either side by giving 15 days' notice or salary in lieu thereof.



Block Ten Royal Business Center Office  
#8 - 206 & 207 2nd Floor Atrium  
Centre Bur Dubai Bank Street Khalid  
Bin Al Waleed Street Dubai - UAE



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Think- Plan- Execute & Grow

Upon resignation/termination, you will immediately hand over to the Company all correspondence, specifications, books, documents, data, or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

If any declaration given or information furnished by you to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, your services will be dissolved without any notice.

Kindly refer to Annexure B for the list of documents you will be required to submit on the day of joining.

We are happy to welcome you and congratulate you on your appointment, and we wish you a long and rewarding career with TPEG International LLC, Dubai.

Please sign a copy of this offer letter or reply with consent to our official email as a token of acceptance and confirmation of your joining date.

Thanks and Regards

**Fahad Kazmi**  
**Global Head of Human Resources**



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## Annexure B: List of Documents

S. No	Document Type	Document Required
1	Resume	Copy of Signed Resume
2		Copy of Signed Offer Letter
3		Employee Information Sheet: To be filled out upon joining
4	Personal	Copy of Signed PAN Card
5		Copy of Signed Aadhar Card
6		2 Passport Size Photographs
7	Educational	Copy of 10th Mark Sheet and Pass Certificate
8		Graduation Degree / Provisional
9		PG Degree / Certificate
13		Any other Accolades
14	Employment	Last 2 Companies Offer Letters
15		Last 2 Appointment Letters
16		Last 2 companies' Salary Slips
17		Last 2 Relieving / Experience Letters
18		Copy of Increment / Promotions
19		Form 16
20		Form 11
21	Banking	Bank Name:
22		Branch:
23		IFSC Code:
24		Account Number:
25		Cancelled Cheque

