



Secure Source Technologies Pvt. Ltd.

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Date: 7th October 2019

Rajiv Ranjan
Bhagera Ashram Khurji,
Phulwari, Patna,
Bihar 800010

Contact – 9334142422

Employee Code – SST310

Location – Muzaffarpur, Bihar

LETTER OF APPOINTMENT

Dear Rajiv,

With reference to your appointment with **Secure Source Technologies Pvt. Ltd.**, we have pleasure in offering you the position of **Channel Manager** in our organization for deputation to **'Electronic Payment And Services Pvt. Ltd.'** (referred as "Client").

This position will be presently located in **Muzaffarpur, Bihar.**

The start date of assignment will be on or before **7th October 2019.**

The end date of assignment will be on **6th October 2020.**

1. Compensation:

- Your Total Annual Fixed Remuneration will be **INR. 2,71,284/-** subject to deduction of provident fund, pension fund, profession tax, Income tax and all other applicable statutory taxes.
- You shall be entitled to Provident Fund and Gratuity in accordance with the Company practices. You may reach out to the HR department for understanding this in detail.
- The detailed break up of your salary is as per Annexure 'A' has been attached with this letter. The salary heads are subject to taxes as applicable and are subject to change at Management's discretion.
- The subject of compensation is confidential in nature and strictly between you and the Company. As a code of conduct, you are expected to restrict the discussion / sharing of the same only with appropriate authority at all times.

2. Assignment:

- Currently you are assigned to work with our client **'Electronic Payment And Services Pvt. Ltd.'** and are liable to be transferred to any other office, Location or client Location in India at the sole discretion of the management you shall accept such transfer orders without demur. Your refusal will at our discretion be treated as not willing to work and having tendered resignation from work. You will be expected to undertake such reasonable duties, as the company shall from time to time determine. You may also be required to perform duties for other group companies if necessary.





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3. Probation:

- You shall be on probation for an initial period of **3 Months**. This probation period may be extended or shortened at the discretion of the Management. A confirmation letter shall be issued to you after satisfactory completion of your probation period, at the sole and absolute discretion of the Management.
- During probation, the period of notice required for resignation is 15 days on either side. If in the opinion of the company, you are found suitable in the appointed post you will be confirmed.
- Confirmation in the company is an automated process on completion of **3 Months** unless found unsatisfactory.

4. Duties:

- During working hours, you shall be required to carry out such duties & responsibilities assigned to you by the company & you shall use your best energies and abilities to serve the company faithfully. You shall abide by 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 keep strict confidential details of your salary and employment benefits within and outside the company.
- During your employment you shall not directly or indirectly engage in any conduct averse to the best interests of the company.
- You shall not disclose or divulge or make use of in any manner any information whether confidential or not related to the Company's business or its customer or its policy which may come to your knowledge or possession during the tenure of your employment save and except for the business of the company.

5. Hours of Work:

- You will observe the working hours and holidays normally observe by the office/Location you are assigned to any client location, you will observe the office timings and weekly offs followed at their location.

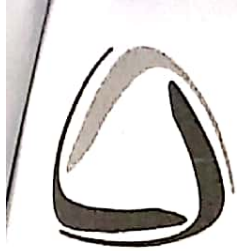
6. Ownership of Work Product:

- All copyrights, patents, trade secrets, or other intellectual property, and the media, upon which they located, and all software programs or packages associated with any ideas, concepts, techniques developed by you will belong exclusively to the company.

7. 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 secrets technical processes, finance, dealings with information relating to employees, agents and customer.
- You shall not take copies of confidential documents or information for your own purpose and forthwith upon termination, you shall return to the company all documents records, and accounts in any form relating to matters concerning the business or dealings or affairs of the company.





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- 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. The above clause shall continue to apply even after termination of your Service by us or you having resigned your employment with us. In the event you commit a breach of this clause than you shall be liable to pay to us as and by way of liquidated damages an amount equivalent to ten times the salary you were withdrawing at the time your services came to an end and notwithstanding the provision for payment of damages we shall be entitled to prevent you from committing further breach.

8. Conduct & Discipline:

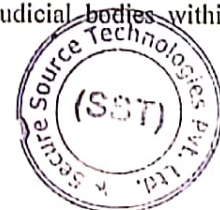
- You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- You shall, honor and comply with all rules and regulations of the company and statutory requirements in letter & spirit.
- You are expected to maintain high standards of Conduct and Excellence in all your assignments. As a company personnel, you are a full-time employee and will not undertake any other business, work or public office, honorary or remunerating post/assignment whether with or without consideration except with the written permission of the management in each case.

9. Cessation Of Service:

- Before tendering resignation you are required to give 1 MONTH prior notice in writing if such resignation is after confirmation or in the alternative you shall be liable to pay to the company salary in lieu thereof.
- After tendering resignation you will not be part of any payroll of Secure Source Technologies Pvt. Ltd. Clients. Hence you will not be able to join any company who is a direct client of Secure Source Technologies Pvt Ltd. for a period of 6 months from the last working date in Secure Source Technologies Pvt. Ltd.
- Management reserves the right to terminate your services by giving 1 DAY notice or 1 DAY salary in lieu thereof for failure to achieve the minimum performance parameters stipulated and communicated to you from time to time or for misconduct, without being exhaustive and without prejudice to the general meaning of the term 'misconduct' in case of reasonable suspicion of misconduct, negligence of duty, disloyalty, dishonesty, misrepresentation, indiscipline, disobedience, irregular attendance, absence from duty or inefficiency or unsatisfactory
- Performance or any other indulgence of excess or any impropriety in complying with terms of this letter or any act detrimental to the interests of the company.
- The company reserves the right to pay or recover salary in lieu of notice period. Further, the company may at its discretion relieve you from such date as it may deem fit even before the Expiry of the notice period without compensating for the unexpected period and is not bound to give any reason thereof.
- If you are absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice or the management will decided on the same.

10. Jurisdiction Clause

- In case of any difference or dispute related to employment or non- employment or conditions of service the jurisdictional courts /arbitration shall be the courts /judicial bodies within Mumbai.





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11. Retirement

- The age of superannuation / retirement is completion of 60 years

12. Verification

- This letter of appointment is issued to you on the basis of your candidature, eligibility and on the grounds of information/ documents provided by you to the company, which are believed as bonafide, genuine and true.
- This appointment is based on the information supplied by you to us in your application/ personal data form and otherwise, and will be considered null and void if a material error is discovered therein at any time, and your employment shall be terminated without any notice or salary in lieu thereof.

Please sign the duplicate copy of this **LETTER OF APPOINTMENT** and return the same in confirmation of your acceptance of the appointment and all other terms and conditions as stated therein.

Wish you all the best and welcome you to our organization for a long- standing relationship.

Sincerely,

For Secure Source Technologies Private Limited.



Authorized Signatory

ACCEPTANCE OF THE EMPLOYEE

I hereby, agree to abide by the terms and conditions of this **LETTER OF APPOINTMENT** and am aware that any lapse in my meeting the set of performance standards/ misconduct and any disciplinary issue would result in legal/ disciplinary against me/or employment termination.

SIGNATURE OF THE EMPLOYEE



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ANNEXURE - A

Name: Rajiv Ranjan
Designation: Channel Manager

	SALARY BREAKUP	Per Month	Per Annum
A.	SALARY		
	Basic Salary	INR 7,254	INR 87,048
	HRA	INR 3,627	INR 43,524
	Conveyance Allowance	INR 0	INR 0
	Other Allowance	INR 9,271	INR 111,252
	total salary	INR 20,152	INR 241,824
B.	REIMBURSEMENTS		
	Medical Allowance	INR 0	INR 0
C.	GROSS SALARY (A + B)	INR 20,152	INR 241,824
D.	LONG TERM BENEFITS		
	Company's Contribution to PF	INR 1,800	INR 21,600
	Company's Contribution to ESIC	INR 655	INR 7,860
E.	PERFORMANCE BONUS	INR 0	INR 0
	Cost to Company (C + D + E)	INR 22,607	INR 271,284
	NET SALARY		
	Gross Salary -	INR 20,152	INR 241,824
Less:	PF (Employee Contribution 12%)	1800	INR 21,600
	Profession Tax	INR 200	INR 2,500
	E.S.I.C (0.75% of Gross Salary)	INR 152	INR 1,824
	Net Salary	INR 18,000	INR 215,900

**** TDS will be deducted from Net salary as per income tax slab if applicable.

All above components will be considered as part of cost-to-company (CTC) of an employee. Secure Source Technologies reserves the right to delete/modify the structure from time to time. Appropriate Restructuring of salary will be done during such modifications to ensure that employees are not put at an unreasonable loss on their compensation front.

