

ZULU TELE SERVICES PRIVATE LIMITED

CIN:U64202CH2001PTC024676

06-Mar-2018

OFFER OF APPOINTMENT

Avadutwar Satish

**H.No:3-6-72, Kummargally, Shivalayam Road,Bodhan ,
Nizamabad Dist Bodhan Telangana-503185.**

Dear Avadutwar,

We are pleased to appoint you as **DT Engineer** in our Organization on the basis of your bio-data and other particulars submitted by you and the subsequent interview. Your initial place of posting will be at **Andhra Pradesh**. The terms and conditions of your employment will be as under:

1. Date of Joining:

Your appointment takes effect from the date of your reporting for duty. You are advised to report for duties positively on **08-Mar-2018**.

2. Emoluments/ Remuneration:

Your compensation on a cost to company basis will be **Rs 2,76,000/- (Rupees Two Lakh Seventy Six Thousand Only) per annum**. The detailed breakup of CTC is annexed in Annex.

3. Secrecy:

You shall not, either during or after your employment with us, either by word of mouth or otherwise, divulge particulars or details of our processes, technical know-how, security arrangements, administrative and/or organizational matters of confidential or secret nature which it may be your personal privilege to know by virtue of your employment with us and you shall both during and after your employment take all reasonable precautions to keep all such information secret.

4. Misconduct:

If at any time in our opinion which is final in this matter, you are involved or found guilty of dishonesty, disobedience, disorderly behavior, negligence or indiscipline or of any other conduct considered by us as detrimental to our interests, or of violation of one or more terms of this letter, your services are liable to be terminated without notice on such disciplinary action as we may deem fit.

5. Transfer:

Your services are liable to be transferred to any existing or future department, office or establishment forming a part of our organization or to any of our associates, sister or group concern in India and abroad. On such transfers, you have no right to ask for revision in your salary or any other terms and conditions of your service. In such cases, you will be governed by rules and regulations applicable in the new assignment.

Candidate Sign

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6. Retirement:

You will retire from the services of the Company on completion of Fifty-eight years of age. The actual date of retirement shall be the last working day of the calendar month in which your 58th birthday falls.

7. Duties and Responsibilities:

- a) You will perform, observe, and conform to such duties, directions and Instructions assigned or communicated to you by the management and those in authority over you.
- b) Company personnel are whole time employees and may not undertake any other business, work or public office, honorary or remuneratory, except with the written permission of the management in each case.
- c) You will not enter into any commitments or dealings on behalf of the Management for which you have no express authority, nor alter or be a party to any alteration of any principle or policy of the management or exceed the authority or discretion vested in you without the previous sanction of the company or those in authority over you.
- d) You will be responsible for the safekeeping and return in good condition and order of all company's property, which may be in your use, custody or change.

8. Termination of Service:

- a) The management in its sole discretion may terminate your appointment by giving a month's notice or payment in lieu thereof. Likewise, you will be free to resign from the services of the company by giving a month's notice or payment in lieu thereof. The F&F settlement will be done within 45 days from the date of relieving from services & with submission of no dues certificate.
- b) In case of absence for a continuous period of 8 days (including absence when leave though applied for is not granted or when you overstay period of sanctioned leave by 8 days), you would lose your lien on the post and the same shall automatically come to an end without any notice.

9. Theft Clause

We may terminate your employment without notice if we have reasonable grounds to suspect that you have engaged in serious misconduct and includes: Theft, Dishonesty or fraud .If anybody found guilty, immediate action up to and including termination of employment followed by legal action will be taken.

10. Physical & Mental Fitness:

Your appointment and subsequent continuation in the service of the company is subject to your remaining physically and mentally fit at all times during the tenure of your service with the company. In this regard, company can refer your case to any reputed hospital having its contract for the purpose.

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11. Dispute Resolution :

Any disputes and differences arising during the course of your employment with the company would be referred to the Sole Arbitration of the Director or Manager ATS, would act as an arbitrator, or appoint any of his nominees for the purpose. It is clearly understood that no party (employee & employer) will have any objection to the appointment of any person as an arbitrator.

The arbitration shall take place in Mohali /Chandigarh in accordance with the provision of the Arbitration and Conciliation Act, 1996 as amended up-to-date. The award of the arbitrator shall be final and binding on both the parties.

12. Code of Conduct

Confidentiality: All employees are required to devote themselves exclusively to the company's business and during their employment with the Company; no employee should be engaged in any trade, business or profession, either directly or indirectly other than that of the Company unless permitted by the Company in writing to do so. During the employment with the Company or after termination of such employment no employee should divulge to anyone any information, relating to the Company's business or the business of any of the Company's subsidiaries or associated Companies.

If, during the employment with the Company, employees either wholly or partly discover, invent and/or make improvements in plants, machinery, process or other things used or may be used in the production or business of the Company, the same will be deemed to have been made, invented, suggested or acquired on behalf of and for the benefit of the Company alone and all rights, privileges and titles will rest only with the Company. Use of alcohol, tobacco/tobacco products leaves, etc, is prohibited in the company premises.

Sexual Harassment:

The Company is committed to maintaining a professional work environment and strongly disapproves of all forms of sexual harassment. Employees who believe they have been subjected to sexual harassment or who have witnessed sexual harassment should report such incidents to their supervisors, Unit/Functional Head, or Head of Human Resources. If an employee is uncomfortable reporting the incident to designated authorities, he or she should contact any other officer of the Company, who shall appropriately communicate the same to the designated authorities.

Ethical Business Practices

The Company requires that the employees maintain lawful and ethical business practices at all times by being fair and transparent in all dealings by inculcating & practicing a culture of "OCTAPACE", viz; Openness, Collobration, Trust&trustworthiness, Authenticity, Proactive, Autonomy, Confrontation & Experimentation.

Examples of certain prohibited activities are set forth below. These examples are intended to highlight some prohibited practices, but they do not address every kind of prohibited practice.

1. Bribery. Use of company funds or property for illegal, purposes is prohibited.
2. Gifts and Entertainment. Employees and members of their family must not solicit nor accept loans, fees, services, or monetary gifts of any kind from suppliers, customers, or others dealing

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with the Company. They may accept unsolicited non-monetary gifts or entertainment which conform to customary business practices and are not of significant value. Should they accept such gifts or entertainment, they must not give the person or entity offering such gifts or entertainment any preferential treatment.

13. Other Rules and Regulations:

- a) In all matters not specifically provided for herein, such as leave, travel on company's business, etc., you will be subject to rules and regulations of the company as may be in force from time to time at the place where you may be working.
- b) This appointment will be subject to verification of the particulars given in your application.
- c) Any dispute arising out of and or related to your employment with the company shall be subject to the jurisdiction of the Courts in the Union Territory of Chandigarh only
- d) You will keep us informed of any change in your residential address, civil or marital status and such other matters.
- e) If any declaration given or furnished by you to the Company is found to be false or if you are found to have willfully suppressed any material information, in such case, you will be liable to removal from the service without any notice.
- f) On acceptance of the separation notice, you will immediately hand over all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, and effects before you are relieved and shall also not make or retain any copies of these items.

Kindly return the duplicate copy of this letter, duly signed, in token of your acceptance of the terms and Conditions stipulated herein.

Sincerely yours,

For and on behalf of

Zulu Tele Services Private Limited.



Authorized Signatory

I have gone through the aforesaid terms and conditions/terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

(Name of the candidate)

Date:-

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Annexure

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|-------------------------------------|------------------------------------|------------------------------------|
| Name-Avadtwar Satish | | |
| Designation-DT Engineer | | |
| Component | Amount(in rupees per month) | Amount(in rupees per annum) |
| Basic | 15500 | 186000 |
| HRA | 4650 | 55800 |
| Conveyance Allowance | 1600 | 19200 |
| Medical Allowance | 1250 | 15000 |
| Other Allowance | 0 | 0 |
| Gross Salary | 23000 | 276000 |
| Employer Contribution | | |
| Employer PF | 0 | 0 |
| PF Admin Charges | 0 | 0 |
| Employer ESI | 0 | 0 |
| Medical Claim & GPA | 0 | 0 |
| CTC (Gross + Employer Contribution) | 23000 | 276000 |
| Employee Deduction | | |
| Emp PF | 0 | 0 |
| Emp ESI | 0 | 0 |
| NET_Take | 23000 | 276000 |

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