

**Offer cum Appointment Letter**

**Bharti Dubey**  
**Chennai**

**Dear Bharti,**

It gives us immense pleasure in inviting you to join Netlink Software Pvt. Ltd. (Netlink) as one of its valuable members. We are happy that you are joining us in our effort to create a successful global corporation.

- 1) Title and Reporting:** You will be designated as **“Sr. RPA Consultant”** at career level **“L2-B”** and will report to **“Adarsh Jaish –AVM”** upon your joining.
- 2) Compensation:** Your annual compensation is **INR 9,97,504 (Rupees Nine Lakhs and Ninety-Seven Thousand Five Hundred Four Only)**. The Compensation shall be subjected to withholding taxes and other taxes as applicable per the laws in force from time to time. **Details of your compensation are outlined in Annexure I.**
- 3) Date of joining:** Your expected date of joining shall be **November 4<sup>th</sup>, 2019 or earlier** with primary work location as Mandideep, Bhopal.
- 4) Probation:** You will be on probation for 6 (Six) months commencing from your date of joining, during this time we will assess your progress and performance in the position. On the successful completion of your probation period and confirmation thereof, you will be eligible to leave benefits as per company policy.
- 5) Working hours:** The Working hours shall be per the job requirement as well as HR policies as applicable from time to time. The Company reserves the right to alter or modify its working hours/days. This is a position of continuous responsibility and does not entail payment of extra time or overtime or shift allowance.
- 6) Payroll cycle:** As per the company policy, those who join after 25<sup>th</sup> of any month will get their first payroll processed in the subsequent month only.
- 7) Work allocation and Mobility:** Your engagement implies that you will undertake work mandated by your supervisor and that you might be required to travel to different locations, as per company norms.  
  
In scenario you go for an onsite opportunity for any kind of training/project/meeting on behalf of the company then you need to serve at least a year with the company from the date of travel. In scenario you resign before completing the tenure then you would require to refund all the cost that was involved in the transit.
- 8) Transferability:** Your employment will be subject to you undertaking that you will agree to transfer as required to any of the Associated Companies in India with full preservation of all rights

- 9) **Confidentiality:** By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, trade secrets, client details and pricing structures.

You shall not communicate with media, external individuals and organization through articles, letters, journals, pamphlets, leaflets or through any other means, or cause to disclose any information or documents, official or otherwise relating to the Company's affairs unless you are authorized by the management to do so.

**10) Termination:**

(i) *Termination by notice:*

1. During Probation Period:

- Termination by Netlink: No notice period is required to be served by Netlink during the probation period and the employment is subject to immediate termination. There will no dues other than any unpaid salaries that Netlink shall be liable to pay in such circumstances.
- Termination by Employee: The employee is required to serve a notice period of 45 (forty five) days or basic salary in lieu of such notice period.

2. Post completion of Probation Period:

- Termination by Netlink: Your engagement will be subject to termination by Netlink by providing 45 (forty five) days of notice or basic salary in lieu of 45 days.
- Termination by Employee: The employee is required to serve a notice period of 90 days or pro-rated basic salary payment of such shorter notice period. However, such shorter notice period has to be decided in conjunction with your manager and Human Resources Policy. Such shorter notice period cannot in any case be less than 45 days.
- Resigning before completing one year of service you will have to refund the Company all or any expenses incurred by the Company on account of your training.
- In scenario you avail any kind of training/certification course on company expense or company reimburses you for anything such then you need to serve at least one year post completion of the training/certification course. If the condition is not full filled then you need to refund the expense incurred by the company.

(ii) *Termination by Cause:*

The Company may end your employment without notice (or payment in lieu) if, in the opinion of the company, you engage in unacceptable behavior that constitutes serious misconduct (including fraud, theft or dishonesty), or if you engage in other conduct that is a serious neglect of duty, or conduct tending to bring yourself, the company and/or any of its related corporations into disrepute, or serious breach of any of the terms of this employment agreement or is a material breach of any company policy.

**ANNEXURE II**

The terms set out in this letter are for your guidance and are not exhaustive.  
**Working Days and Dress Code**

Please sign on every page of this offer cum appointment letter and return a duplicate copy to signify your acceptance of the above terms and conditions.

We welcome you to **Netlink**, and look forward to a long and mutually beneficial association.

Yours sincerely,

**For Netlink Software Pvt. Ltd.**

**Sonal Shrivastava**  
**President**

**DECLARATION**

I have read and understood the above terms and conditions of employment and am accepting the same. I will be reporting for duty on **04-November-19** failure to which this offer shall be deemed cancelled unless the date is extended and communicating to me in writing.

Date:

Signature: \_\_\_\_\_

**(Bharti Dubey)**