



LN Tech Infozone Pvt. Ltd.

Corporate Office: G-129 ,1st Floor, Sector-63, Noida- 201301(U.P.) . Phone: 0120- 6544404

Mr. Vipul Kumar
Village - Sahaj, PO - Bargaom,
District - Saharanpur, U.P - 247453

February 10th, 2017

Dear Vipul,

Subject: Appointment letter for the position of IT Engineer

With reference to your application and personal interview with the undersigned, we are pleased to offer you the position of **IT Engineer** at our Noida office with effect from 10th - February - 2017, on the following terms and conditions:

1. **Services-** Your nature of work mainly includes all the aspects of the duties and responsibilities as well as any other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.
2. **Notice period-** 15 days. In case the employee does not give the 15 days notice period after resignation, the employer holds the right to withhold the experience letter and future reference checks.
3. **Probation-** Your probation period is for 3 months from the date of your joining. On satisfactory completion of this probation period you will be confirmed in the organization.
4. **General-** You will not engage yourself directly or indirectly in any services or business other than that of the company. You will strictly observe and adhere the rules and regulations of the company as now applicable or will be applicable/ enforced from time to time in the future. You will be expected to devote your whole time and attention to your duties to promote the interests of the company.
5. **Leave-** You will be entitled to 1.5 paid leave per month (only after completion of three months probation period) for a period comprising of twelve months. Advance approval / sanction from superiors and reporting authority is to be obtained before availing any leave. Remaining absent from duty without sanctioned leave will be treated as unauthorized leave or LWP. The leave policy of the company, as may be communicated from time to time, shall also be acceptable to and binding on you.
6. **Confidentiality-** You will maintain information/documents/ material gathered by you during the course of your employment in strict confidence. You will not copy or make notes of such information/documents except in conjunction with your work for the

company or use any of the information/documents/materials gathered during the course of your employment for your own or anyone else's benefit, except that of the company's either during or after the term of your Employment with the company. The aforesaid obligation shall also apply to. Proprietary/ confidential information/documents of third parties received by you or the company in normal course of your employment with the company

7. **Responsibility-** You will be responsible for the safekeeping and return in good shape and order all the properties and equipment of the company, which may be in your use, custody or charge.
8. **Communication-** Your appointment is being made on the basis of the particulars mentioned by you in the application submitted for the appointment and in case any information, as given by you, is found to be false or incorrect at any stage, whatsoever, your appointment will be deemed to be void and you shall be liable for termination.
9. **Travel-** During the continuation of your employment with us, you will be liable to undertake, from time to time, such travelling as may be required.
10. Offer stands cancelled in case of any deviations in information or if you fail to report on pre-decided date.
11. You would be required to submit the following documents before the date of joining, scanned (On the email-hr@techinfozone.com) and hard copy (on the day of joining) along with originals:
 - All mark sheets (Xth, XIIth, Graduation, Post Graduation) and education certificates
 - Residence proof: photocopy of passport/ Driver's license/ Voter's ID card/ Ration Card.
 - Last 3 months salary slips from previous employer.
 - All work experience documents from all employers.
 - 2 Passport size photographs.
 - PAN Card
12. Please sign the duplicate copy of this appointment letter, in the space indicated therein and return the same to us after confirming that you have accepted the offer and the terms and conditions of your employment.
13. We welcome you as a member of **LN Tech Infozone** family and wish you a successful career and look forward to a long and mutually satisfying association.

Yours Truly,



LN Tech Infozone Pvt. Ltd

ACCEPTANCE

I have read and fully understood the above terms and conditions, in addition to the company's rules and regulations and agree to abide by the same including any charges that may be made therein by the management from time to time. If there is any violation on my part of the said rules or the terms & conditions of my appointment letter, then I shall be liable for any disciplinary action as envisaged in the above said appointment letter.

Name of the Appointee: Yipul KUMAR

Signature of the Appointee: Yipul KUMAR

Date: 10-Feb-017

Please Find your Salary Structure in the next page and confirm your acceptance.

Salary Structure

LN Tech Infozone Pvt. Ltd		
ANNEXURE - 'A'		
Particulars	Yearly Income	Monthly Income
Basic	120000	10000
HRA	60000	5000
Conveyance	19200	1600
Special Allowance	40800	3,400
Total Fixed Pay (A)	240000	20,000
Performance Incentives (B)	0	0
Gross Salary (A) + (B)	240000	20,000
TDS (As per Statutory Requirements)		
Net Salary	240000	20,000



Signature

Authorized Signatory
For LN Tech Infozone Pvt. Ltd

Vipul Kumar
Signature

Accepted By
Vipul Kumar