

**Date:** 01/12/2017

To,  
**NAME**  
**Address :**

Dear **NAME**,

With reference to your application and subsequent interview with us, we are pleased to offer you employment in our Company on the terms and conditions of indicated below:

**1 APPOINTMENT:**

Your appointment takes effect from the date of your reporting for duty provided the joining period is not later than fifteen days from the receipt of this letter after which the terms and conditions may be varied or offer of appointment will stand cancelled at the sole discretion of the management.

Your reporting date: 01/12/2017 (DD/MM/YYYY)

**2 DESIGNATION:**

Your designation will be “ **Designation**”

**3 REPORTING & LOCATION:**

You will be reporting for duty to Mr. Aliasgar, on the time of joining, you will report duty at V3 Landmark, Near Gopinathji Showroom, Atladara - Padara Main Road, Vadodara - 390012, Gujarat, India.

**4 COMPENSATION:**

Your compensation will be as per Annexure A. However management at its discretion may re-structure your compensation at any time. Any change in your status or compensation will be communicated to you in writing by the company.

**5 PROBATION AND CONFIRMATION:**

You will be on probation for a period of Six months from the date of appointment and will continue to be on probation until the company confirms your services, in writing. You will be confirmed at the end of the probation period if your conduct and performance in the appointed position is found satisfactory during the period of probation. The Management reserves the right to terminate this appointment without assigning any reason, whatsoever, during your probation period.

**6 LEAVES PER ANNUM:**

Your eligibility for leave will be as per the Company Leave Policy, as applicable from time to time.

**7 TRANSFER OF SERVICE:**

You will be liable to be transferred from one department to another or from one branch/ unit/ division/ sister concern/ associate Company or any other town / city, anywhere in India or abroad, whether existing at present or to be set up in future and such posting will be governed by rules as related to such appointment.

**8 SECRECY CLAUSE:**

You will not, either during or after your employment with us, either by word of mouth or otherwise, divulge particulars or details of our technical and other information pertaining to our business, security arrangements, administrative and of 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.

**9 PROFESSIONAL ETHICS:**

You shall deal with the Company's money, material, documents and information with utmost honesty and professional ethics. If you are found guilty, at any time, of moral turpitude or of dishonesty in dealing with company's money or material or documents or information or of theft or of misappropriation, regardless of the value involved, your services will be terminated with immediate effect, notwithstanding any reason thereof. You shall not refuse to accept any official letter offered to you by hand. The refusal to accept official communication is major misconduct and can result in dismissal from service.

**10 CO- EMPLOYMENT/ BUSINESS:**

You will be a full time employee of the Company and will not engage yourself in any other business or work, part time or full time, directly or indirectly, nor will accept any remuneration or fee or honorarium or seek admissions or appear in any examination without express permission of management.

**11 MEDICAL FITNESS:**

This appointment would be subject to you being found medically fit and you're continuing to remain fit while in employment. In case, you become medically unfit or if you suffer from any serious or infectious disease, your service shall be liable for termination.

**12 NOTICE PERIOD:**

The notice period for relinquishing your services from the company after your confirmation would be one month or one month's salary in lieu of the notice period.

**13 DOCUMENT PROOF OF AGE:**

You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the company's register, you will not be permitted to seek a change in date of birth. Any information related with working experience qualification and salary drawn etc. found incorrect/wrong company will be compel to take legal action against you.

**14 ON SEPARATION:**

On acceptance of the separation notice, you will immediately give up to the company before you are relieved all correspondence, specifications, formula, books, documents, cost data, market data, literature, drawings, effects and shall not make or retain any copies of these items. Any other asset of the company, furniture, vehicle, office equipment will either be returned to company or retained on payment of such money as the company may decide.

**15 RETIREMENT:**

You will automatically retire on attaining the age of 60 Years.

**16 MISCELLANEOUS:**

We expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the company from time to time.

- a. You will inform the company, in writing, about any change in your residential address. In the absence of such information, all communication sent to you on the last address given by you to the company shall be deemed to have been delivered to you. You will also inform, in writing, about any change in your personal particulars to the Company.
- b. 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 detrimental to our interests, or of violation of one or more terms of this letter, your services are liable to be terminated without notice or payment in lieu thereof.
- c. Your services are liable to be terminated without any notice if the company is informed of any previous conviction or if convicted during the tenure of your service with the Company, by a Court of Law involving moral turpitude, or if any particular furnished by you in your application form / interview is found to be false or incorrect.
- d. You will observe and adhere to the Rules and Regulation of the Company as may be applicable from time to time and also strictly follow the Employee Confidentiality Agreement, which you will sign at the time of your joining the company.
- e. You should not leave the office without express permission of the management. No cognizance shall be taken of any letter / application received from you or sent by you or sent on your behalf, if it does not contain your address for sending a reply, if necessary.
- f. You can be dismissed from service for staying away from work for any purpose other than mentioned in your application.
- g. The company will verify your background and antecedents and your appointment with CXOsync Private Limited is subject to satisfactory verification by the company.

- h. You will have to carry out any work assigned to you by the management from time to time to which you shall not refuse.
- i. You will be responsible for the safekeeping and return in good condition and order of all our property, which may be in your use, custody or charge.
- j. If you are already in service, you must produce a relieving certificate from your employer at the time of reporting for duty.
- k. In case of any dispute arising out of these conditions, the court at Vadodara alone will have jurisdiction to adjudicate and will decide the matter.

We sincerely hope you will find your career in CXOsync Private Limited very challenging in terms of personal development and growth. We look forward to long association and creating an environment, which will provide you with a sense of well being throughout. We look forward to working with you, and hope you will find your employment at CXOsync a rewarding experience.

Kindly return the duplicate copy of this letter duly signed by you as a token of your acceptance of the terms and conditions stated above.

Sincerely,

Aliasgar Hajariwala  
Managing Director

**DECLARATION**

I have read and understood the above terms and conditions and undertake to abide by them. The original copy of this letter is in my possession.

Sincerely,

\_\_\_\_\_  
Date :