

VVDN Technologies Private Limited

Ahmedabad Address : Office No 101-106, 1st Floor Info Tower 1-Infocity,
Airport Road, Near Indroda Circle Gandhinagar-382009
Registered office: 12/10 East Patel Nagar, New Delhi - 110008, India
Web: www.vvdntech.com | **Email:** Finance@vvdntech.com
Tel No: +91 124 2212014 | **Fax No:** +91 124 4284251+91 124 4284251
CIN: U72200DL2007PTC162619



OFFER LETTER

Date: Nov 01, 2018

Name of the Candidate: Deepak Kumar
Place of Joining: Gurugram
Internship Start Date: Jan 21, 2019
Confirmation Date: Jul 20, 2019

Dear Deepak Kumar,

With reference to your interview you had with us, we are pleased to offer you the position of "Engineer Trainee" in VVDN Technologies Pvt. Ltd (hereinafter referred to as "VVDN" or "Company") on the following terms and conditions:

1. You will be given a salary of **Rs. 3.2 Lakh per Annum** starting from the day of submission of the provisional degree certificate is submitted without backlog.
2. Working days will be **Five days** a week whereas for Production/ Manufacturing, it will be **Six Days** a week. This is subject to any change that may come into force in future. Such changes will supersede all the relevant clauses mentioned in this offer letter.
3. You will be in a training period for the first 6 months from the day of your onboarding with us. During this period, if the Company finds the performance of trainee is not at a satisfactory level, services will be terminated with an immediate effect. The training certificate will be given for such trainees who will not be able to continue due to performance issues.
4. Any financial commitments made before joining, will be furnished after three months of regular service wherein employee must not be on the notice period. In case of resignation before the first three month's completion, company reserve rights to decline such commitments.
5. You will be required to execute Confidentiality Agreement, Terms and Conditions of Employment and such other documents/ undertakings/ agreements as may be required by VVDN from time to time.
6. Any discovery, invention, improvement, adaptation or variation of designs, drawings, processes, methods, material specifications, etc., which will be a result of your working in VVDN or its associates, or which you may come to know in the course of your employment, more specifically in relation to the engineering or technology used or adopted by VVDN, shall be the property of VVDN. You shall treat the above information or data in connection with any work done in VVDN strictly confidential. You shall not use, give or sell any or all of the information to any other person or firm for exploitation, for gain or otherwise.
7. All information, papers, correspondence, etc., pertaining to VVDN business activities, commercial, technical or otherwise coming into your possession in the course of your employment shall be treated strictly confidential.
8. **Relocation / Transfer:** Transfer to a different function or department or location within VVDN can be requested or applied for by an employee only if such an opportunity is available and employee has

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completed minimum 2 years of service with VVDN. The decision on such a matter is at the sole discretion of the Company.

9. During your tenure with VVDN, you may be transferred to any of the Offices/ Departments/ Units of VVDN or of associate concerns whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group concern outside India by VVDN, you shall be treated as having bound yourself to serve VVDN for the deputation period, and for the stipulated period, thereafter, if any, and the same shall be treated as the contract period vis-a-vis this contract of service.
10. **Leave:** Regular full time employees will have planned and unplanned leaves as per the VVDN Leave Policy whereas if you join as an Intern/ Trainee, you will be entitled to get one unplanned leave in a month on pro rata basis. Please refer leave policy for more details.
11. During your tenure with VVDN, you will be governed by the Service Rules and regulations of VVDN currently in force or as introduced/awarded from time to time.
12. Either party can terminate this employment by serving a notice on the other party. The employee is required to serve a compulsory notice of 90 days whereas Company shall serve a notice of 30 days. Such separations will ask for the adjustment to the applicable cost incurred for the enablement of the individual by any means of development in any way.
13. During notice period, if the employee's attitude is found unacceptable, Company reserves the right to terminate the employment immediately without any notice period and Company shall not be liable to compensate the employee for notice period in any manner.
14. Company has rights to hold employee's salary during notice period, based on the performance feedback from the concerned reporting manager.
15. There will be a performance assessment in every financial year. Employee must have completed at-least 6 months in VVDN to become eligible for performance assessment. Based on assessment, the compensation will be revised.
16. You have been enrolled on the presumption that the particulars furnished by you are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with VVDN shall stand terminated/ cancelled without any notice.
17. You will diligently carry out, to the best of your ability all such duties and responsibilities as may be entrusted to you from time to time and you shall not engage yourself either directly or indirectly in any other employment, business or occupation other than your curriculum.
18. Your email acceptance of this offer is expected within 15 days from the date of releasing the offer letter. This offer shall become void after completion of 15 days in-case no acceptance is received from the candidate.

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19. As per the business requirements, company can ask for short or long term travel/ deployment to any of the work location in India or abroad.

Please Sign the duplicate copy of this letter and return the same as token of your acceptance [Acceptance is through email or signatures] of the terms and conditions detailed in the letter.

On the day of your joining, please bring original and photocopies of the following for verification:

- Pan Card
- Aadhar Card
- 2 Color photographs, passport size
- 10th Certificate
- 12th Certificate
- All semester mark-sheets & Degree certificate
- Form 16 (If applicable)
- UAN Card (If applicable)
- Pay slips of last 3 months from the previous employer
- Latest offer letter from the previous employer
- Experience letter from all previous employers
- Passport (Passport is mandatory at the time of joining. In case you do not possess a valid passport, we want you to apply for it in advance and submit the copy of application to HR department within one month of your joining)

Wishing you a rewarding career with VVDN and welcoming you to our Pursuit of Excellence.
The detailed Pay Structure is annexed as a part of this letter.

Yours sincerely,

For VVDN Technologies Pvt. Ltd.

Name of the Candidate: Deepak Kumar

Authorized Signatory

Signature: Deepak Kumar

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Annexure I

Name of the Candidate : Deepak Kumar
Designation : Engineer Trainee

Salary Break up

Salary Components	Annual (INR)	Monthly (INR)
Basic	1,26,000	10,500
HRA	63,000	5,250
Special Allowance	53,422	4,452
Reimbursement/ Allowances		
Meal Cards	26,400	2,200
Professional Research/ Development Allowance	30,000	2,500
Sub Gross Pay (A)	2,98,822	24,902
Statutory Benefits		
PF Contribution - Employer	15,120	1,260
Gratuity	6,058	505
PF Contribution - Employee (B)	15,120	1,260
Net Take Home Salary (A-B)	2,83,702	23,642
CTC	3,20,000	26,667

Useful Notes:

- PF is fully nontaxable.
- Medical Insurance premium amount of will be deducted for the full year from first month's salary on pro rata basis and auto-renewed every year August month.
- Employee Contribution towards ESI will be deducted wherever ESI is applicable.
- HRA will be non-taxable subject to Bills submission & as per applicable provision of Income Tax ACT.
- LTA (Leave Travel Allowance) will be non-taxable as per applicable provisions of Income Tax ACT.
- Vehicle Running & Maintenance Reimbursement, Books & Other Professional Literature Reimbursement, Telephone & Internet Charge Reimbursement, Professional Research/Development Allowance, Meal Cards are monthly payable and can be claimed through bills. These are optional ones.
- Non-selection of tax saving options, will allow the benefits to be added to the special allowance.
- Professional Tax and Labor Welfare Fund will be deducted as per state rules.

For VVDN Technologies Pvt. Ltd.

Name of the Candidate: Deepak Kumar

Authorized Signatory

Signature: Deepak Kumar

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