

Ref.No. /GWL/21-22/819

103, Kastoor Nagar, Gandhinagar, Indore.

Appointment Letter

Dear Dinesh Mandloi,

We are pleased to offer you the post of Software Trainee. Please find attached a document highlighting the roles and responsibilities expected of you henceforth.

Designation: Your present designation will be that of Software Trainee. Please review this document carefully. You are expected to sign this employment contract and return it to the company. Henceforth, this agreement will form the basis of your employment.

At Galaxy Weblinks, one of our goal is to provide everyone the opportunity to pursue their careers while striving to achieve their personal best and to balance their personal and professional goals. We value your abilities and believe that you will find our work environment challenging and fulfilling.

Location: You will be based in Indore but the company may require you to work at other company locations and on customers' sites both, inside or outside India. The company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances wherever appropriate.

Compensation: Your maximum cost to the company will be **1.80 LPA**, your basic HRA, conveyance allowance, Provident Fund, Professional Tax , Bonus, and ESI.

Performance Bonus Scheme: You will be eligible to participate in the company's Performance Bonus as per the company policy, provided you are on the rolls of the company at the time of payout. The annual performance bonus payable shall be prorated to your completed months of service with the company. Performance Bonus is payable only if you are on the rolls of the company for at least 3 months during the relevant calendar year.

During your association with Galaxy Weblinks Ltd, you will be eligible for benefits and liable for clauses as mentioned below.



216, Shalimar Corporate Centre,
8 B/1 South Tukoganj, Indore-1 INDIA
Phone :+ 91 731 4042727
Fax :+ 91 731 2548679
e mail :info@galaxyweblinks.com
Mobile :+91 93021-19100



Provident Fund: You have the option to participate in the Galaxy Weblinks Limited Employees' Provident Fund scheme.

Personal Tax: The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the prevailing rules.

Notice Period/Termination: Either party may terminate this contract of employment by giving 45 working days notice period or gross monthly salary in lieu thereof.

In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the company or being guilty of misconduct, the company may terminate your employment forthwith without notice.

During the period of this employment you should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case. In the event that you leave our employment within 6 months, you will fully reimburse the notice pay and relocation expenses, if any.

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 6 months from the date of training/ certification, you will be required to reimburse the entire training costs. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.

Dual Employment: If the employee is found to be working with another company or organization while he is in employment, then the Company shall take legal action against the Employee.

Transfer: Any time during your employment period, you may be transferred (on rolls) from Galaxy Weblinks Ltd to Galaxy InfoTech and vice-versa as per the decision of the management.

Private Information Policy: You will be bound by the Galaxy Weblinks Private Information Policy for holding in confidence any trade secrets or

confidential business and technical information of the Company or its clients.

Intellectual Properties: Additionally, you will also be bound by the Galaxy Weblinks' policy with respect to Intellectual Property.

Non Solicitation : In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 6 months commencing on the last day of your employment with the Company.

Non Competition: Also you shall not solicit work from the Company's client, with whom you have come in contact while working as an employee of the Company, either for your own benefit or for the benefit of any other entity, for a period of 3 years commencing on the last day of your employment with the Company.

Governing Law: The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the Courts of India.

Confidentiality: The terms of your employment are strictly confidential between you and the Company. Discussion of your compensation with any other party or employee is grounds for dismissal.

Condition of Hire: This appointment is based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter but may be communicated to you by mail or by posting on the web site or otherwise You will retire on the last day of the month in which you complete sixty years of age.

Terms and condition:

- The initial probation period is 90 days. During this period, the company will closely monitor the performance regularly.
- Probation / Confirmation: The initial probation period is 90 days. During this period, the company will closely monitor the performance regularly. The probation can extend from 90 days to 180 days if the company's expectations are not fulfilled. During the probation period, either party can terminate the service with a 7 days notice period without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.
- Absence for a continuous period of five days without prior approval of your superior, (including overstay on leave/training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.
- Employees who excel in their performance will be given ample opportunities of growth within the company and will be suitably appraised periodically.

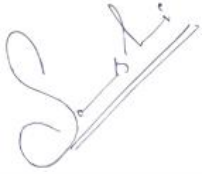
Dinesh Mandloi, we believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest. We expect that you will continue working with Galaxy Weblinks Ltd. If these terms are agreeable, please sign this letter and return its copy to us. Please do not hesitate to contact me if you need any further assistance.

The documents required to be furnished on the date of joining:

- Photocopy of qualification proof – Mark sheets & Degree*
- Photocopy of class 10th mark sheet for age proof*
- Passport size Photographs - 5 nos.*
- Address proof* - (Electricity bill / Water bill / Telephone bill)
- Photo ID proof* (Driving license, Voter ID, Aadhar Card)
- Resume*
- Blood group proof.
- Photocopy of Pan Card.

Note:

1. **All documents to be shown in original for verification.**
2. **The documents marked with * should be submitted compulsorily.**



Authorized Signatory

Dinesh Mandloi, Joined Galaxy Weblinks Ltd on 23rd August 2021 with 1.80 LPA . I have read, understood and accepted the terms and conditions of employment mentioned in the attached offer letter. The original of this letter is in my possession.

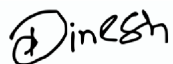
With Best Wishes,

Name - Dinesh Mandloi



Date: 23rd August 2021

For: Galaxy Weblinks Limited.

Signature 

SALARY COMPONENTS BREAKDOWN

Name – Dinesh Mandloi

Designation - Software Trainee


Particulars	Monthly	Annual
Basic	6750	81000
H.R.A	3038	36456
Conveyance	1600	19200
Special Allowance	1456	17472
Gross Fix	12844	154128
Bonus	562	6744
PF	1177	14121
ESIC	418	5016
Monthly CTC	15001	180009

ESIC- As per employee state insurance Act 1948 (ESI Act) company will deduct 0.75% of monthly gross wages towards premium payable for employees state insurance converge. If employees gross salary is within the Gross salary limit as specified by ESIC Act. All PT applicable as per State Government rules. PF will be applicable as per "Employees' Provident Fund Organisation".

All the above would be subjected to the Income Tax Rules that are enforceable by time.

With Best Wishes,

Name - Dinesh Mandloi



Date: 23rd August 2021

For: Galaxy Weblinks Limited.

Signature 