



AltezzaSys Systems Pvt. Ltd.

Offer ID – AL/ SYS/ 241220

24th December - 2020

Sub: Offer Letter of Durgesh Bhardwaj,

Dear Durgesh Bhardwaj,

We are pleased to offer you the position of “**IT Recruiter**” in our organization, Delhi/NCR with the following terms and condition.

Date of Joining: 30th December 2020

Salary: Your Annually Total Employment Cost to the company would be **Rs. 2,40,000/- (Two Lakh Forty Thousand Only)**, excluding taxes. The tenure of the employment would be permanent. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

**Altezzasys Systems Pvt. Ltd.
A-27/A, 2nd Floor, Sector-16,
Noida, UP - 201301**

We congratulate and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Should you need any further clarifications, please feel free to contact me.

Sincerely

Aman Gupta

Annexure- A

1. Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.
2. Your total CTC will be Rs. 2,40,000/- and its composition will be as follows:

Salary Break up Components		
Earnings	Annual	Monthly
Basic Salary	120000	10000
D.A	24000	2000
H.R.A	60000	5000
Medical Reimbursement	14400	1200
Transport Allowance	9600	800
Special Allowance	12000	1000
Salary	240000	20000
Net Gross	240000	

* Deductions will be applicable as per Income Tax Act.

The salary will be processed on the 7th working day of each month. However, if the 7th falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

3. This offer letter is digitally signed hence no need of hard copy.
4. Your appointment letter will be dispatched as you completed your probation period that is 90 days.

Annexure- B

1. ALLOWANCES

During the job period no other allowances, perks, entertainment options or special benefits shall be provided other than the ones already mentioned in the Agreement

2. BENIFITS

Monthly, Weekly & Quarterly incentives would be in addition to your salary applicable accordance to the incentive policy.

3. PROBATION

As an employee, you are regarded as serving an initial employment period until you have completed 90 days of continuous service (as decided by company) from your date of joining. The primary purpose of the initial employment period is to provide you with a learning period and give us an opportunity to become familiar with you. During this initial period, your supervisor will observe and evaluate your performance to determine your ability to perform the required duties of your job. Every effort will be made by your supervisor to provide you with proper training to perform and succeed on your assignment. At any time for 120 days initial employment period you can be terminated from employment for performance reason with notice, period shall be decided by the company. The successful completion of this period should not be constructed as creating a contract or as guaranteeing employment for any specific duration or as establishing a just cause termination standard.

4. DUTIES AND RESPONSIBILITIES

You are required to perform the duties and responsibilities related to your position at any division, department, or section in the Company or within the Group of Companies. You will be deployed at Delhi/NCR location.

5. WORKING HOURS

Shift timings are 9 hours, Shift will be decided by team lead.

6. LEAVES AND OTHER BENEFITS

Announcement of National & Festival holidays will be announced every year. No Leaves in the joining month.

7. APPLICABILITY

1. We covered under **Gratuity Act 1972**; hence Gratuity will be allowable according to respective laws.
2. We covered under **THE EMPLOYEES' PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952**; hence PF Deductions will be made according to respective laws.

8. RULES, REGULATIONS & CONFIDENTIALITY

You shall always, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

Accordingly, you undertake that:

1. You will under no circumstances make available your services to any undertaking or have any interest directly or indirectly in any other undertaking or activity which might interfere

with the proper performance of your duties without first obtaining the written permission of the Company.

2. You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party, the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company.
3. You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

9. TERMINATION

After confirmation of your employment, notice of termination of employment will be 30 days of notice in writing, in lieu of notice from either party & Full & Final will be release within 90 days from your last working day with us.

- 1. In case of Termination / resignation, F & F settlement will be done after 75 days of the last working day of the employee.**

Note:

For employees who do not follow appropriate exit formalities, including serving the official notice period and sending a formal resignation, the company reserves the right to take a strict legal action.

For employees who do not serve notice period despite a non-agreement with the company, salary of 45 days is to be paid by them to the company.

In case of none of the above situations are true while the employee exits the organization, the company reserves the right to take a strict legal action.

All disputes arising out of this letter will be subject to the jurisdiction of the Gautam Buddh Nagar Court. And that the courts, tribunals and /or authorities at Gautam Buddh Nagar only shall have jurisdiction to entertain.

2. You can be immediately terminated from your employment if

- Misconduct, Misuse of organizational property, data, information infringement & If found guilty in any fraudulent activities.
- After confirmation in case you are found to be medically unfit by the company's authorized medical practitioner, on examination.
- As and when the company comes to know any of conviction by the court of law during the tenure of your service with us or conviction and/or any bad record in the past under old employer, or because of your giving false information at the time of your appointment or concealed any material information or given false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age , education, Qualification, experience, salary etc.
- In case of Non-Performance/Termination of Contract the company can terminate you by giving a notice, period of which will be decided by the company.

During the period of service with the company, you shall not indulge and/or take part in any activity of formation of council and / or association or become a member being part of company staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

10. VARIABLE BONUS

Variable Bonus is calculated on below criteria if provided:

- Variable which is 20% of Total Bonus amount
- Individual Performance Variable– varies 0% - 110%
- Company Performance Variable – varies 0% - 120%

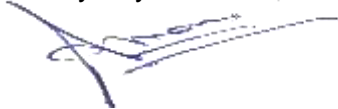
This is yearly bonus which will be paid in two go, on two criteria on company and your individual performance.

11. JOINING FORMALITIES

At the time of your joining, please bring the original copies of the following documents for further verification to complete your joining formalities:

PERSONAL CREDENTIALS
Resume
Passport Sized Photographs
PAN card photocopy
Passport Photocopy
Driving License / ID proof photocopy
Educational certificates from class 10th till your last qualification
Appointment Letter of Previous Company
Relieving Letter and Salary Slips (last 3 months)

Yours Sincerely,
Altezzasys Systems Pvt. Ltd.



Aman Gupta
Manager- Human Resource

Declaration:

I hereby declare that I have carefully read and understood all the terms of this letter. I understand and accept that my offer of employment with Altezzasys Systems Pvt. Ltd. is subject to clearances that the company thinks is right. I hereby convey my acceptance and agree to be unconditionally bound by the terms of this letter and other terms of employment with the company by signing a copy of this letter and returning the same to the company.

Name & Signature of the Candidate

Date: _____

ISO 9001:2008