

OFFER LETTER

To,
Mrs. Rekha M
C/O: Praveen Hanchinal
1-11-37/76, Karnataka Co-operative Housing Society
Lingasugur Road, Near Lions Club School
Raichur, Karnataka, 584101

Date: 1st June 2024

Dear **Mrs. Rekha,**

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you the position of “**Project Manager**” in the Staff cadre of the company on the following terms and conditions:-

1. DESIGNATION, GRADE, PLACEMENT AND TRANSFER

1.1 Your designation will be “**Project Manager**”.

1.2 Our office is registered at:

Finch Products and Services
No.9 Inchara,
Nanjundappa Garden, R S Palya,
Bangalore – 560033
Karnataka – INDIA

1.3 Your services shall be governed by the rules and regulations as are in force at present and / or as may be amended from time to time. The firm’s management reserves the right to add, modify or omit any of the terms and conditions contained in this letter.

2. DATE OF JOINING

Your date of joining is Date. : **1st June 2024**

3. SALARY

You shall receive a monthly salary of **Rs.5,000**, with a variable component of up to **Rs.30,000**, based on a 1% commission for successfully filling positions. Your salary will commence from **1st June 2024**, and you will be entitled to all applicable company benefits and allowances, as per company policy.

Increments will depend on Management’s evaluation of your performance during the year based on efficiency, hard work, regularity in attendance, sincerity, good conduct and such other relevant factors.

The Management reserves the right to restructure or change your compensation package at any time at its sole discretion.

4. HOUSE RENT ALLOWANCE

Currently Not applicable.

5. SPECIAL ALLOWANCE:

Currently Not applicable.

6. LEAVE TRAVEL ALLOWANCE:

Currently Not applicable.

7. BONUS / EX GRATIA

You may be entitled to Bonus / Ex-gratia (if any) as per the rules of the Company or per law if eligible.

8. PROVIDENT FUND

PF is not applicable as our firm is not yet registered under PF act.,

9. PROBATION / CONFIRMATION

9.1 You will initially be on probation for two months from the date of joining with the salary of Rs.5,000 per month which may be extended or reduced at the sole discretion of the management in case it is of the opinion that your services / work is not satisfactory. Consequently, your services shall not be deemed to be confirmed automatically on the expiry of probation unless expressly intimated to you in writing by the management. Till such time you shall continue to be on probation. Decision in respect of suitability for work shall be the sole discretion of management.

9.2 During the period of probation, your services can be terminated by giving 2 weeks notice on either side or payment of salary in lieu thereof.

9.3 After the period of probation, your services can be terminated anytime by giving 2 months notice on either side or payment in lieu thereof.

On completion of the initial probation period till such time that you are intimated in writing regarding your confirmation, you shall be on probation.

10. DUTIES & RESPONSIBILITIES

10.1 You shall obey and carry out the directions given to you by the Management and your endeavor shall be to discharge your duties in the interest of the Company.

10.2 You are required to adhere to the disciplinary requirements of the Company. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform such duties as are assigned to you, as per directions and instructions communicated to you by the Company and your superiors.

10.3 You shall lose the lien on employment if you absent yourself without leave or remain absent beyond the period of leave originally granted for a period of 8 working days or more. Thus you shall be considered as having voluntarily abandoned the employment with the company of your own volition without giving any notice.

10.4 It is an express condition that till the employees are in the services of the Company they are whole time for the Company and accordingly, you shall fully devote your entire time to the Company's business. You shall not without express permission, undertake any employment or assignment, remunerative or honorarium with any other organization, body or person, direct/indirect business or work or public office, on payment or

otherwise without the consent of the Management in writing during your service with us. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect without any notice or any compensation in lieu thereof.

10.5 You shall neither divulge nor give out to anyone in any manner whatsoever, during the period of your service or afterwards, particulars, or any details of any matters pertaining to the Company or its working, or details of the process, products, technical knowhow, secrets, security arrangements, administrative / organizational matters and / or any other confidential information which may be your privilege to know by virtue of your being our employee. In the event of breach of this condition on your part, you will be liable for termination of your services with immediate effect without any notice or any compensation in lieu thereof.

10.6 You will not seek employment with our associated companies or clients or Competitor companies within 6 months of leaving the services of the Company.

10.7 You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

10.8 You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expenses, take out or apply for latter's patent, licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies as we may direct as the sole beneficiary thereof.

10.9 You are not entitled to carry any material, records, files, paperwork and any information on electronic media without the prior and written approval of the authorized personnel.

10.10 You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

10.11 You will be responsible for the safekeeping and return in good condition and order of all the properties of the Company which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

11. LEAVE

As per company Leave Policy

12. WORK TIMINGS

You are expected to work between 9am to 5pm from Monday to Saturday. Remote working option is available due to current pandemic conditions subject to management approvals and govt. orders. However, you are expected to visit our office for any in-person meetings and discussions.

13. RESIGNATION / TERMINATION OF SERVICE

13.1 Your services can be terminated by giving one month notice on either side or payment of salary in lieu thereof.

13.2. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct without being exhaustive and without prejudice to the general meaning of the term 'misconduct' in the case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, any act of indiscipline.

14. RETIREMENT

14.1 You will retire from the services of the Company on your attaining the age of 58 years.

14.2 For determination of age, the details in the documents furnished by you and verified/ confirmed by the Company at the time of joining, will be deemed to be final and binding.

15. GENERAL

15.1 The Management reserves the right to terminate your services with immediate effect without any notice or any compensation in lieu thereof, if the information provided by you is found to be incorrect. Providing false information is considered to be a serious offense and the Management reserves the right to initiate appropriate action.

15.2 You will intimate in writing to the Management any change of address / or any civil status within a week from the change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

15.3 You are advised to note that any dispute between yourself and the Company concerning or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by the court of competent jurisdiction in Bangalore only.

15.4 In accordance with the standard practice of the Company, you are advised to treat the terms of your employment and the salary confidential.

We extend to you our warm welcome and look forward to having a long, successful and mutually rewarding association.

Please sign the duplicate copy of this letter as token of your acceptance of the terms and conditions of services stated herein.

Yours faithfully,
For Finch Products and Services LLP



Swathi Rao K
Authorized Signatory



Finch Products and Services
No.9 Inchara,
Nanjundappa Garden Street, R S Palya,
Bangalore – 560033
Karnataka – INDIA
Email : contact@finchtech.in
Phone: +91 9742324562

ACKNOWLEDGEMENT & ACCEPTANCE:

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Employee Signature: _____

Date: _____

Compensation breakup:

Name	Mrs. Rekha M	
Designation	Project Manager	
Date of joining	1st June 2024	
HEADS	Per Month	Per Annum
Basic	5,000	60,000
HRA	0	0
Special Allowance	0	0
Variable	~30000	~ 360000
Total	~35000	~0
Provisional Employers cont. to PF	N/A	N/A
GRAND Total (CTC)	~35,000	~4,20,000

Note: All figures are in Indian rupees



Swathi K Rao
Authorized Signatory
