

Date: 22.10.2021

Mr. Jitendra,
Village Morna
Sector 35 Noida

Based on our discussions, we are pleased to offer you the position as '**SAP B1 Technical Consultant**' with us. Hard copy of the Offer Letter would be handed over to you on the reporting/Joining date.

Wish you a very successful and rewarding career with **Cinntra Info Tech Solutions Private Ltd.**,

Congratulations and welcome to the **Cinntra** family.

Regards,



Alpana

HR and Admin officer



Date: 22.10.2021

Mr. Jitendra,
Village Morna
Sector 35 Noida

Dear Jitendra,

With reference to our discussions held on 18.10.2021

1. We are pleased to offer you an appointment in our organization as **'SAP B1 Consultant'**.
2. Your "Annual Compensation" is attached herewith as in Annexure-A.
3. Your employment with us will be governed by terms and conditions referred in Annexure-C.
4. You are required to join on or before **13th December, 2021** and the offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
5. A clear background check verification report is mandatory for all the associates at the time of reporting/joining **13th December, 2021**.
6. In case of further clarifications, please communicate with **Mr Nipun (on Tel. 91-8882144982)** and quote the reference as above.

We welcome you to Cinntra Family and look forward to a long and mutually beneficial association for Cinntra Info Tech Solutions Pvt. Ltd., Delhi.

Regards



Alpana



HR and Admin officer

Encl: Annexure-A (Salary Structure)

Annexure-B (Terms & Conditions of Employment)

Annexure-C (Check List)

ANNEXURE – A

Name	Mr. Jitendra	
Designation	SAP B1 Technical Consultant	
Date of Joining	13 th December, 2021	
Salary Structure		
	Monthly	Annual
CTC	32,000	384,000
	Rs.	Rs.
Basic	15,000	180,000
HRA	15,334	184,000
Conveyance Allowance	1,667	20,000
Grand Total	32000	384,000

*Income Tax and PF would be applicable as per government policy and procedure. It will be deducted on monthly basis.

ANNEXURE – B

1. Employment Agreement

a) Code of Conduct

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the Company.

b) Secrecy

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, whether written or oral, which relates to internal controls, computer or data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operation or proposed methods of operation, accounts, transactions, proposed transactions, security procedures, trade secrets, know-how, or inventions of Cinntra or its Affiliate, or any client, agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients. In case of any breach of it, company has right to take legal action against you and you don't have right to challenge it.

c) Breach of this provision shall be treated as a gross violation of the terms herein and your services are liable to be terminated without notice and appropriate legal action initiated against you which can't be challenged to any external agency or authority.

d) Conflict of Interest

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the Company, without written permission from the Company.

2. Assignments/Transfer/Deputation

Though you have been engaged for a specific position, the Company reserves the right to send you on training / deputation / secondment / transfer / assignments to sister companies, associate companies, clients locations or third parties whether in India or abroad. In such case, the terms and conditions of service applicable to the new assignment will govern you.

You shall, only at the request of the Company, enter into a direct agreement or undertaking with any customer to whom you may be assigned/seconded/deputed accepting restrictions as such customer may reasonably require for the protection of its legitimate interests.

3. Breach of Contract

a) Unauthorized absence or absence without permission from duty for a continuous period of 7 days would consider as breach of this employment agreement. In such case organization has full right to withhold employee salary for that current month and at the same time initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.

- b) If a candidate accepts our offer letter and does not join our organization on the agreed mutual joining date then organization has full rights to initiate appropriate legal proceedings for breach of trust and damage to our customer reputations.

4. Termination of Employment

- a) Cinntra can terminate this employment by giving a notice period of 30days.
- b) You will be governed by the Company's laid down Code of Conduct and if there is any breach of the same or non-performance of contractual obligation or the terms and conditions laid down in this agreement or any adverse feedback from stakeholders, your service could be terminated without any notice notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- c) In case you want to resign and leave the company, you need to serve a notice period of 90 Days which is non-negotiable otherwise your salary of equivalent amount will be forfeit from your full and final settlement. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for formal relieving from the organization.
- d) Reference check will be made from your previous employers. In case there is any adverse report against you which may be detrimental to the interests of the company or if the information furnished by you is not true, the company reserves the right to terminate your services forthwith (notwithstanding any other provisions) on the grounds of misrepresentation off acts.

5. Statement of Facts

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, or your performance is not up to the mark or falls short of the minimum standards set by the Company, the Company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

6. Company Policies

You are advised and instructed to follow the policies and strictly adhere to them. Any non-cognizance to policy and procedure give right to company to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein. In case of any Natural calamity, Pandemic or any other situation which are beyond control of the Company, Company has right to terminate the service without any Notice Period.

7. Leaves

You will be entitled to leave benefits as per the Company policy.

8. Overseas Service Agreement

As the Company will be spending substantial amount of time and money for your deputation /secondment abroad, you will be required to sign a deputation agreement with the Company and

execute a Surety Bond on such terms, as the Company may deem appropriate. (This agreement will consist, inter alia, of issues like (i) your commitment to complete the project (ii) your returning to India after completion of the project and serving the Company for a stipulated period).

9. Intellectual Property Rights

All intellectual property rights, including but not limited to, Patents, Copyrights, Designs, Trademarks and Semiconductor chips developed by you during Office time or using the Company infrastructure, or while performing or discharging official duties shall be the sole and exclusive property of the Company and the same shall be deemed to be work made for hire. You shall execute/sign such documents for the purpose of assigning such Intellectual property, as and when required by the Company. The Company reserves the right to proceed legally against you and recover damages, where any such intellectual property is sought to be protected by you independently of the Company

10. Jurisdiction

Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be in the courts of Ghaziabad only.

11. Retirement

You shall automatically retire from the services of the Company at the age of 58 years and for the purpose of determining this, the age recorded with the Company shall be considered as final and conclusive.

12. Restraints

a) Access to Information

Information is available on need to know basis for specified groups. You are not allowed to access any information without proper authorization.

b) Escalation/Exception Reporting

- i. A set of areas/jobs to be carried out by each function/department will be decided.
- ii. For each area/job - a suitable policy will be formulated/evolved.
- iii. For every policy - standards of measurement will be laid down.
- iv. Goals for year/quarter/month will be periodically reviewed.
- v. Deviation if any with regard to policies or standards will be monitored and brought up for discussion in review meetings if such deviation could wait until review meeting.
- vi. Alternatively, if such deviation will pose a threat and if it is not corrected it will be escalated immediately for corrective action jointly agreed upon and it will be implemented as per

schedule. If there is any deviation/modification/amendment it will be further escalated to next level.

13. General

a) Authorization

Only those authorized by a specific power of attorney may sign legal documents, representing the Company.

b) Smoking

We owe and assure a smoke free environment for our Associates. You are not allowed to smoke or chewing tobacco inside office premises. Not following smoking policy allowed company to initiate disciplinary action against you.

c) Passwords

Access to our network, development environment and MS-Exchange is through individual's password. For security reasons it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking & Communication Group is to be contacted to reset and allow you to use a new password.

d) Unauthorized Software

You shall not install, download, copy, and duplicate any unauthorized or unlicensed software, programs, games, attachments on to your computer systems.

e) Security

Security is an important aspect of our communication and office infrastructure. You are not allowed to take company property outside company premises without proper authorization. The communication security is maintained by controlling physical access to computer systems, disabling all workstation floppy disk drives, and a Company-wide awareness about the need for protection of intellectual property and sensitive customer information. For some projects, the Company uses sophisticated data encryption devices. Your worktable and storage space is lockable. Please ensure they are locked when unattended. Duplicate keys are maintained with Security. One can take a duplicate key after signing for it for one's own or team members table or storage.

f) Destroying Papers &Material

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

g) Use of Company Resources

You shall use the Company's resources only for official purposes. Any Damage to the company assets would be borne by you only, Company is not liable to make any payment for that.

The above terms and conditions including those in Annexure - A (Salary break up) are based on Company policies, procedures and other rules currently applicable in India as well as Overseas and are subject to amendments and adjustments from time to time. In all services matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct, etc. you will be governed by the rules of the Company as shall be in force from time to time.

You shall be present in the office during normal working hours or during hours expressly designated for you.

This offer is purely based on the information / documents provided by you and by accepting the offer, you specifically authorize the Company or any external agency through Cinntra Info Tech to verify your educational, employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You shall extend your co-operation (if asked for) during such verification without any protest or demur.

This is to certify that I have gone through and understood all the terms and conditions mentioned in Annexure-B and I hereby accept and agree to abide by them:

Name in Full:

Date:

Signature:

Address:

Place:

ANNEXURE - C

At the time of joining, you are requested to bring the following documents in **original**, along with two copies of each.

- a) Certificates supporting your educational qualifications along with mark sheets
- b) X Certificate & mark sheets
- c) XII Certificate & mark sheets.
- d) Highest Qualification Certificate & Mark sheets
- e) Any other Certificates with supporting documents - if any
- f) Your latest Salary Slip / Salary Certificate
- g) Your Relieving Letter from your present organization
- h) Service Certificate / proof of Employment from the present and all previous Employers
- i) 2 Copies of Cinntra Info Tech offer of appointment
- j) Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up)
- k) Seven passport-sized color photographs
- l) Valid Passport
- m) Pan Card and Proof of PAN Number

You **MUST** carry and provide your PAN Card copy. Please note that it is mandatory to provide the PAN number for processing of your payroll and no payments on account of salaries can be made without a PAN Number.

- n) Birth Certificate - should be from the Municipal Office on Form 9 of self, spouse & Children (if applicable) with full name of the individual, full name of the father, full name of the mother, date of birth and place of birth
- o) Personal data form, to be filled-in completely and submitted at the time of joining
- p) Duly cancelled/void your bank cheque

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer at any time during your service.

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification only.