



#26, 16 th Cross, 18 th Main, 5th Phase,

JP Nagar, Bangalore 560078

Landline: 080-4851 3165 Contact: +91 77600 97778

Email: Info@biztechnosys.com Website: www.biztechnosys.com

30-01-2020

Mr. NIRBHAY KUMAR PANDEY

#Srivari PG, Rom No – 502,

Lakshmi layout, Gandhi Nagar,

Munnekollal, Bengaluru, KA- 560037

APPOINTMENT LETTER

Employee Code: BIZ-CONT-1107

Dear, Nirbhay Kumar Pandey

Congratulations!

We are pleased to offer you an appointment in our organization as **Junior Software Developer**. With effect from **03 FEBRUARY 2020**. You will be based in our **JP Nagar, Bangalore office**.

Your employment with us will be governed by the Terms & Conditions as detailed below mentioned.

You will be paid gross emoluments as detailed in Annexure – A.

We heartily welcome you in our organisation and are confident that with your enthusiasm and best efforts, you will achieve your work assignments in given span of time and give us opportunity to give you a rising status

We wish you a long and happy association with Biztechnosys infotech Pvt Ltd

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.



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Employment as per this offer is subject to your being medically fit

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Work Conduct:

During your employment with the Company, you shall devote your best efforts for promoting the Company's (and of any other relevant affiliate and / business associate of the Company) business.

You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Company.

You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal agent or otherwise which will be detrimental whether directly, to the Company's interests.

You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment

3. Nature of Work:

Your nature of work mainly includes all the aspects of the (Duties and responsibilities) you are the responsible for the Technology Development, if you facing any problem with other employee or with customers you have to communicate with management. Other than that other ad-hoc duties assigned to you from time to time. You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

4. Working Hours:

You need to manage your own schedule. Office Timing 9am to 8pm We are open company so there is no timing. Candidate expected to work 40 Hours in a week. We have open door policy.



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5. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

6. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. Kindly note that refusal to participate in training program without any extraneous circumstances would lead to automatic termination of your employment.

7. Performance Reviews/Appraisal:

The Company follows a policy of annual performance reviews, which are linked to performance incentives every quarter as per your offer letter. You will be eligible for performance base incentives on the basis of your gross monthly salary on the basis of your performance during the previous quarter.

The Company also has a policy of annual salary appraisal based on performance. You will be eligible for a salary appraisal under this policy based solely on the performance ratings achieved during the previous one year.

8. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company

9. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including Development, process reports and reporting system and you will during the course of your employment hereunder



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also use your best endeavour to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

10. Restrain:

- I. Access to Informant Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company
- II. Restriction on Personal Use: Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for Personal use will result in immediate termination of employment without notice and/or Legal action for misdemeanour as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

11. Leave:

You will be eligible for 12 paid leave annually including sick and casual leave. if you work on Saturday or Sunday for the client delivery you can apply for comp off. You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company.

12. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information



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13. Termination of Service:

- I. Either party can terminate this employment by serving a notice of one month on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- II. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- III. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or nonconformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

14. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

15. Appointment in Good Faith:

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 your application for employment and your ability to handle any assignment/job independently. 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 standard 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 therein.



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ACKNOWLEDGEMENT

If the terms and condition of this Offer letter along with its attachments are acceptable to you, please confirm your acceptance to the Company within three days from the date of this letter. Further, if the terms and conditions are acceptable, you shall join services of the Company no later than **03-FEBRUARY-2020**, failing which, notwithstanding your acceptance of this offer letter, the Company's offer to you and this offer letter shall be deemed to be withdrawn and be of no effect and consequences.

We look forward to your high level of contribution to Biztechnosys Infotech Pvt Ltd

Yours sincerely,

For, Biztechnosys Infotech Pvt Ltd

A handwritten signature in black ink, appearing to read 'Kalpesh Vaza', is placed over a faint, circular official stamp.

Kalpesh Vaza

Managing Director

I Confirm that I have read, Understood and accept the terms of this offer letter and its attachments

Signature of the employee

Dated



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ANNEXURE-A

Benefits	Monthly	Yearly
Basic pay	10000	120,000
House Rent Allowances	4000	48,000
Medical Allowances	-	-
Conveyance Allowances	1000	12,000
Performance incentives	-	-
Other allowances	2800	33,600
Deductions (Professional taxes)	200	2400
Leave Salary	-	-
Gross Salary	18,000	2,16,000

Total CTC: 18,000 per month (2,16,000 Per annum)