



Date: July 19, 2025

To,  
Ms. Sahana C A  
126, Ward No.6  
Visveshwaraiah road, Srinivasaiah Nazir Ahmed layout, Anekal, Bengaluru  
Karnataka 526106

Subject: Offer of Employment for the Position of HR Assistant

Dear Sahana,

We are pleased to offer you the position of HR Assistant at OzarX HR, a brand owned by Catalia Energy Pvt Ltd. We were impressed with your profile and believe that your skills and attitude will be a great fit for our team.

Please find below the terms and conditions of your employment:

#### 1. Position and Reporting

You will be designated as HR Assistant.

You will report to the HR Manager or such other person as the management may designate from time to time. Your joining date is **21 July 2025**.

#### 2. Compensation

Your Cost to Company (CTC) will be ₹18,000 (Rupees Eighteen Thousand only) per month, plus performance-based incentives as per company policy.

Incentives will be calculated and paid based on recruitment performance and will be detailed in a separate incentive structure document.

#### 3. Working Hours

Your working hours will be 9:30 AM to 6:00 PM, Monday to Saturday.

Sundays will be observed as a weekly off.

#### 4. Leave Policy

You are entitled to 2 paid leaves per month. Any unutilized leave may not be carried forward or encashed unless otherwise specified.



#### 5. Work Location

This is a Remote Position, and you are expected to maintain a professional work environment and be available during working hours.

#### 6. Probation Period

You will be on a probation period of 3 months from your date of joining.

During this period, either party may terminate the employment by giving 7 days' written notice or salary in lieu thereof.

#### 7. Confirmation of Employment

On successful completion of the probation period, your employment will be confirmed through a formal communication.

#### 8. Confidentiality and Conduct

You shall maintain strict confidentiality regarding the company's operations, client information, and other sensitive data.

You are expected to maintain a high standard of ethics, professionalism, and integrity at all times.

#### 9. Termination of Employment

Post-probation, either party may terminate this employment by giving 30 days' notice in writing or salary in lieu thereof.



We request you to sign and return a copy of this letter as a token of your acceptance of the above terms and conditions.

We welcome you to the OzarX family and look forward to a mutually rewarding journey.

Warm Regards,

A handwritten signature in blue ink, appearing to read "Shamseer", is written over a horizontal line.

Shamseer Puthiyamaliyakkal  
Founder & Director  
OzarX HR Solutions  
contact@ozarx.in

#### Acknowledgement & Acceptance

I, Sahana C A, accept the above offer and agree to abide by the terms and conditions mentioned herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_