**Date:** **24th July, 2021**

**EXPERIENCE CERTIFICATE**

It is our pleasure to write on behalf of **Mr**. **Jitendra Kumar Pal** who has worked with **TIV Labs** in the capacity of **“Senior Software Engineer”** for a period of **June 27th** **, 2017 to July 24th, 2021**.   
  
We found him pretty active in whatever task we have provided him. He is a confident person. He is professionally sound, hard-working and a devoted staff. He has the motivation to take initiative and we are gratified that he has been helpful in the advancement of our organization.  
  
Moreover, I would like to reflect on his conduct during his stay with us. During his service he has been found sincere, reliable, trustworthy, sociable, pleasant and open to challenges. He has a genial temperament and can efficiently work in a team. All of our staff members are pleased with him and feel comfortable in teaming and coordinating with him for the realization of organizational goals and objectives.   
  
He is leaving his job only on his own decision and for attempting opportunities with a better profile.   
  
We wish him success in his future endeavors.  
  
Sincerely,

  
Varun Gautam  
TIV Labs  
Founder / President

**Date: June 6th, 2017**

**EMPLOYMENT OFFER LETTER**

Dear Jitendra Kumar Pal,

Based on your application and subsequent discussions we had with you, we are pleased to offer you employment in our organization as Software Engineer at an annual CTC of **1,80,000/-** PA. with the following Terms and Conditions:

1. You will join us on or before June 28th, 2017.

2. You will be on probation for a period of 3 months from the date of joining and your Confirmation would be dependent on satisfactory completion of your Probation period.

3. You will be based at Lucknow. You are, however, liable to be transferred to any of our establishments in India, or overseas or to any subsidiary or associate company: whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company’s rules for the time being in force.

4. The employment offer is valid for next one month from this date of offer. If the company does not receive any confirmation from you within the stipulated time this offer shall Lapse automatically and then there shall be no further communication from the company in furtherance of this offer of employment.

5. You will be required to give 30 days’ notice to terminate this appointment after Confirmation. The Notice period during probation will be 30 days. The last working day would be decided at the sole discretion of the Management and in the event of being relieved within the above number of days, the remaining part of notice period days would Be adjusted against the existing leave balance or an equivalent of basic salary. The Company, however will have the right to terminate your appointment forthwith on Account of misconduct, including but not limited to, fraudulent, dishonest or Undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company’s or Client’s property or breach of the Confidentiality obligations. In all other cases, the Company will have the right to terminate the appointment by giving 30 day’s notice or payment of basic salary In lieu of notice.

6. Any revisions of your compensation package, promotions, and your continued employment with the Company are all subject to you meeting the performance levels Applicable to you from time to time. Your performance may be informally discussed with you by your manager/s on a regular basis. Your next salary revision will be in the month of April

7. **Leave:** You will be entitled for a leave of 21 working days in a calendar year.

8.You will not divulge to any unauthorized person, nor use for any purpose other than Company’s during the period of your employment with us, or thereafter, any information Concerning the company’s (or its associates) operations, know-how, secrets etc. that you may come to acquire as an employee of the company.

9. TIV Labs shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time. You will be required to sign an Employee Undertaking/NDA at the time of joining.

10. You shall take reasonable care in maintaining and protecting the assets, properties, facilities, and hardware, if and when provided by TIV Labs for your use. On demand, you shall take steps to return such assets, properties etc., back to TIV Labs in the same condition as given, subject to normal wear and tear, on cessation of employment or any other time as may be required by the company. Failing this, the company shall be entitled to recover such cost / compensation as it may deem fit, keeping in view the cost of such assets, properties etc.

11. You will keep the company informed of any change in your residential address and / or civil status. Any communication conveyed or letters/documents sent to the last recorded address with the company, shall be deemed to have been duly served on you.

12. You will be governed by the Rules and Regulations of the company as are in force at present and / or as may be introduced from time to time.

13. You will not take up any employment or assignment remunerative or honorarium with any other organization, body or person without the consent of the Management in writing during the tenure of your service with us.

14. The Company may provide you special training from time to time in India or abroad, including on-hand training at its client sites. Considering the substantial investment in such training and development, the Company will require you to sign an agreement to serve the Company for a specific minimum period of time after receiving such training. The details of this agreement shall be spelt out at the time of nominating you to such training and will cover both direct and indirect cost of such training.

15. Your appointment is subject to the accuracy and completeness of the information as stated by you in your resume or company application blank otherwise, including but not limited to any certificates, forms, answers to questionnaires, data sheets or other documents submitted by you. If it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete, you shall be deemed to have committed a fraud on the Company and the Company reserves the right to terminate your appointment forthwith, notwithstanding anything to the contrary, and without prejudice to any other remedy available to the Company.

16. Without affecting your obligation to give accurate information about yourself to the Company, the Company reserves the right at any time to make such inquiries as it deems fit, including but not limited to inquiries for the purpose of ascertaining the accuracy of any information you have given the Company, and for verifying whether you have a criminal record or a record of any indiscipline or misconduct with a previous employer. By signing this letter you shall be deemed to have consented to such a procedure of ‘background check’ and to have waived your right to lodge any claim or action against the Company, including but not limited to any claim related to invasion of privacy.

17. You shall submit all the documents detailed in the attached checklist, on the date of your joining TIV Labs.

18. Any future changes in the company policies, rules & Regulations will supersede the points mentioned in this letter

Any claim(s) / statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

Any dispute arising in connection with your employment shall fall under the jurisdiction of the Lucknow High Court /Lucknow Courts.

We welcome you to TIV Labs and look forward to a long and happy association. You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

  
Varun Gautam  
TIV Labs  
Founder / President

**Date: July 24, 2021**

**RELIEVING LETTER**

This is to certify that **Mr. Jitendra Kumar Pal**  was employed with us from **June 27th, 2017 to July 24th, 2021**.

At the time of relieving the employee's designation was **“Senior Software Engineer”**.

During the tenure of his employment, we found him hard working and intelligent.

We wish him all the success in his future endeavors.

Sincerely,

  
Varun Gautam  
TIV Labs  
Founder / President