

Dear Ms. Radha Bhatt

Date: 6th Sept 2006

Rz c-3/86,
Mahavir Enclave,
Part-1, Sector-1, Palam Village,
New Delhi

Subject: Offer Letter

Letter of Appointment

Dear Ms. Radha Bhatt,

We are pleased to announce that you have been selected in “**Primologic Systems Pvt. Ltd.**”. With reference to your application and the subsequent interviews that you had with us we hereby place on record the terms on which you have been appointed as a “**Trainee- Data Entry Operator**” in Primologic Systems Pvt. Ltd. and your joining date is **7th Sept 2006**.

You shall join your duties on or before **7th Sept 2006** at our office E-20, Sector-03, Noida 201301, (U.P).

We welcome you to the Primologic Systems Pvt. Ltd. family and trust we will have a long and mutually rewarding association and look forward to your contribution to the growth of the organization and yourself.

We wish you all the very best in your career with us, and we are confident that you will continue to build on the good work you have started.

Our Salary & Compensation and other terms and conditions of the appointment will be governed by the Annexure “A”, Annexure “B” and Annexure “C” appended herewith.

Annexure A

SALARY & COMPENSATION

- Your total compensation and benefits will be INR. 66,000/- per annum.

Salary Policies

- You cannot share your salary details with other employees.
- You will be eligible for appraisal once in a year as per your and company's performance.
- Your probation period will be 90 days and it will be started from your 1st day of joining.
- Salary will be credited on or before **15th of every month**.

Salary Structure	
Salary structure with effect from 7 th Sept 2006	
Details	Current
Total Cost to Company (CTC - Rs. Per Annum)	66,000
Components	Rs. Per Annum
Basic Pay	26,400
House Rent Allowance (HRA)	13,200
Special Personal Allowance	26,400
Total Cost to Company (CTC-Rs. Per Annum)	66,000

- For computation of the above, the year considered will be financial year. Tax liability if any will be to the employee's account.

Annexure B

TERMS & CONDITIONS

CONFIDENTIALITY

This is a highly confidential and private document. You need to maintain the confidentiality and ensure that the details of your offer are not shared with anyone except HR and Management team of Primologic Systems Pvt. Ltd. Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action.

PROBATION PERIOD

You will be on probation for 3 Months. Your confirmation will be communicated to you in writing. Primologic Systems Pvt. Ltd. reserves the right to terminate your employment in case your performance, behavior and/ or conduct during the probation period is found unsatisfactory.

TERMINATION OF SERVICE

- 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 any act involving moral turpitude, any act of indiscipline or inefficiency or lower performance as compared to other employees of your category.
- If management is not satisfied with your work and conduct your services are terminable by the company by giving a notice of one day.

CONFIDENTIALITY, DATA AND INTELLECTUAL PROPERTY PROTECTION

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of Primologic Systems Pvt. Ltd. the detailed confidentiality related terms and conditions are set out in **Annexure “C”**.

RESPONSIBILITY

You will act within the framework of organizational structure, policies and directions as may be laid down by the management from time to time. In view of your work, you must effectively perform to ensure results. Your performance will be reviewed as per company's appraisal system.

HOURS OF WORK

- You have to complete at least 9 hours of duration per day.
- Your standard office timing will be 9:00 AM to 6:00 PM.
- Your attendance will be tracked through biometric system.
- There is no work from home policy in Primologic Systems Pvt. Ltd.
- All leaves should be planned; Unplanned leaves are not acceptable.
- In case of work urgency, you can be asked to work on company holiday, in that case we will pay additional amount or comp off.

ALTERNATIVE EMPLOYMENT

As a full-time employee of Primologic Systems Pvt. Ltd., you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Primologic Systems Pvt. Ltd.

CHANGE OF ADDRESS

You shall keep the company informed about changes, if any, in your present local residential address and contact phone numbers, for any reason you shall intimate the change in writing immediately to HR department of the Primologic Systems Pvt. Ltd. for company's record.

ABSENCE FROM DUTIES

Your absence for a continuous period of 1 week [Including absence when leave though applied but not granted] or overstay for a period of 7 days would make you lose your lien on the job and your services automatically come to an end without any notice in intimation from the side of the management.

ASSET MANAGEMENT

You are fully responsible to take care and maintain the asset which Primologic Systems Pvt. Ltd. provided you for official use. Any misplace or breakdown of the asset will be adjusted from your salary. You cannot misuse the provided asset.

NOTICE PERIOD

Upon your confirmation, this contract of employment is terminable by you by giving 30 days' notice in writing to Primologic Systems Pvt. Ltd. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of 30 days given by you under this clause. However, upon your serving the notice under this clause, Primologic Systems Pvt. Ltd. may relieve you any time during the period of notice at its sole discretion.

Your failure to comply with this clause will entail monetary payment of damages to Primologic Systems Pvt. Ltd. as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of Primologic Systems Pvt. Ltd. i.e., if you are unable to complete your 30 days' notice period then you are bound to pay unserved days' amount to Primologic Systems Pvt. Ltd. During the notice period you are not supposed to take any leave, if there is any misconduct while serving the notice period, company can terminate the employment at its sole discretion without any intimation and full & final will be done then and there with 30 days' salary deduction.

EXPERIENCE CERTIFICATE

Experience certificate will be given only on completion of minimum six month of service with the organization.

GOVERNING LAW

The terms and conditions as stipulated above shall be interpreted in accordance with the law of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the courts of India.

Annexure C

DATA AND INTELLECTUAL PROPERTY PROTECTION

By signing this Annexure, you are bound to follow below given terms & Conditions.

- Employee should agree and understand that confidential information and data to which he/she have knowledge and access in the course of their employment with Primologic Systems Pvt. Ltd. is to be kept confidential and this confidentiality is a condition of their employment.
- You are entitled to accept that any Data or Information shall not be disclosed to anyone under any circumstances.
- You are entitled to accept that your duty to maintain confidentiality continues even after you are no longer employed.
- If found with any unauthorized disclosure of patent and other confidential information of Primologic Systems Pvt. Ltd. you are ground for disciplinary action up to and including immediate termination and proceed to legal action.

CONDITION TO HIRE

All appointments are based on the information furnished by you in your employment application and all further declaration and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice. You hereby warrant that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform the duties of your employment. You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the company will in no way be concerned with such liabilities.

GENERAL

- You will abide by the company's service rules and regulation, leave, etc. as applicable from time to time and the company shall have the right to vary or modify any or all of the above terms and condition of services which shall be binding on you.
- This appointment is subjected to the express condition that no claim is made for overtime, attendance, nature of work, holiday and accidents or hazards of occupation, except according to the statute.
- Full and final will be done within 15 days from last working day.

- You are appointed on the basis of your educational qualification and experience mentioned by you in your application/resume. In case, the fact mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- You will be liable to pay damages to the company for the loss caused by you directly or indirectly in addition to other legal remedies that may be required for violating any of the provisions of this appointment letter and for this, the Courts of Delhi will have jurisdiction.
- You will not during or any time after the termination of your employment, either on your own or on behalf of any other person, firm or company canvas solicit or entice away any other employee working in the company.
- We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.
- We look forward to having you join Primologic Systems Pvt. Ltd. Please do not hesitate to contact us if you need any further assistance. We look forward to your commencing work with the company, and to your being part of the Primologic Systems Pvt. Ltd.

COMPLIANCES TO ALL CLAUSES

You will be required to fulfill all the terms and conditions mentioned in this letter of offer any failure to fulfill any term and/ or condition would entitle Primologic Systems Pvt. Ltd. in withdrawing this offer letter at its sole discretion.

With Warm Regards,

Mr. Vijendra Pal

(Manager-Human Resources)



Authorized Signatory

I accept the above terms and conditions of employment With Primologic Systems Pvt. Ltd.

Signature.....

Date.....