



Sukhmanjot Kaur,

Date: 30th -October, 2018

House No. 817,
Sector 5, Gurugram(Haryana) PIN: 122001

Subject: Offer Letter

Dear Sukhmanjot Kaur,

We are pleased to announce that you have been selected in "**Promien Services**".
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 "**Python Developer**" in **Promien Services** and your joining date is **7th January, 2019**.

You shall join your duties on or before 7th January, 2019 at our Office 146/147, First Floor, Sector 63, Noida, UP- 201301, India.

We welcome you to the Promien Services 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 & Compensations and other terms and conditions of the appointment will be governed by the annexure "A" and annexure "B" appended herewith.



Annexure A – Sukhmanjot Kaur

Salary Structure with effect from 7-Jan, 2019

Designation: Python Developer

Details	Current
Total Cost to Company (CTC - Rs. Per Annum)	7,20,000

Pay Components	Annual CTC
Basic	288,000
HRA	144,000
Special Personal Allowance	252,000
LTA	10,000
Communication Expenses	11,000
Medical	15,000
Total Earnings :	684,000
Deductions Components	Amount (Rs.)
Others(Variable)	36,000

SALARY & COMPENSATION:

- Your total compensation and benefits will be INR. 7,20,000/- per annum.
- Your fixed salary will be Rs. 57,000/- per month + Variables

Salary Policies

- No Advance salary will be given.
- You cannot share your salary details with other employees.
- You will be eligible to get variables as per your performance and appraisal once in a year as per your and company's performance.
- Salary will be credited on or before 10th of every month.



Annexure B

TERMS & CONDITIONS:

CONFIDENTIALITY

This is a highly Confidential and Private document. You are to maintain the confidentiality and ensure that the details of your offer are not shared with anyone outside of the HR and Management team of Promien Services. Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action.

TERMINATION OF SERVICE

- Your services are liable to be terminated without any notice 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.

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 office, you must effectively perform to ensure results. Your performance will be reviewed as per company's appraisal system.

HOURS OF WORK

- You have to maintain at least 9 hours of duration per day.
- Your standard office timing will be 09:30 am to 06:30pm.
- Your attendance will be tracked through biometric system.
- All leaves should be planned. Unplanned leaves are not acceptable.
- If case of work urgency, you can be asked to work on company holidays. In that case we will pay additional amount or comp off.

LEAVE

- You are eligible for one day week off whereas second and last Saturday will be off.
- You are entitled to government holiday as per company policy.
- Each Employee is entitled of 7 days sick leave and 12 days causal leaves for complete year (1st Jan – 31st Dec). Extra leaves will be paid.
- Leaves policy can be change by Company time to time.



TRANSPORT

You will make your own transport arrangements for reporting to work according to the timings stipulated from time to time. In case if Company provides a facility of Transportation, you might be charged at very nominal rates.

CONFIDENTIAL INFORMATIONS

You shall not give out in any manner particulars or details of any research process, any trade secret, administrative and/or organizational matters of confidential nature, etc. If at any time, any declaration given or information furnished by you for employment in Promien Services is found to have been suppressed/ miss communicated / misrepresented /hidden, your employment shall be liable to be annulled at the discretion of the Management.

DATA SECURITY

- You can use Promien Services data which you are authorized. You cannot share or use Promien Services data by any means without having the knowledge of Promien Services.
- If you will misuse the data by any means then Promien Services will take the legal action against you.
- During the association with Promien Services, you cannot associate with any organization by any means. If you found to do the same Promien Services will terminate you same day and will take legal action

PHYSICAL FITNESS

Your continuance in service is subject to your remaining physically and mentally fit. However, if you are found suffering from any infectious disease or protracted illness and remain absent, or, are irregular in attending your duties, your services can be terminated forthwith.

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 Promien Services for company's records.

OTHER WORK

During the continuance of your employment, you shall not by yourself or through any person or in any manner enter into or carry-on any other business, or Vocation whatsoever, and neither participate in any activity or any action which may be detrimental to Promien Services business interests.



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 to 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 Promien Services 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

The notice period for discontinuing the relationship between Promien Services and yourself will be of 60 days (without any negotiation in duration of notice period), if in case you are not serving the notice period, your 60 days salary will be deducted. 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 there and then with 60 days salary deduction

EXPERIENCE CERTIFICATE

Experience certificate will be given only on completion of minimum six months 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.

CONDITION OF 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. During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts.



You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are available on the Intranet and you are expected to go through the same carefully. For clarification, if any, regarding these instructions/rules/policies please get in touch with People Processes Partner.

GENERAL

- a) You will abide by the Company's service rules and regulations, 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 conditions of services which shall be binding on you.
- b) 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.
- c) You are appointed on the basis of your educational qualification and experience mentioned by you in your application/resume. In case, the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- d) 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.
- e) 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 Promien Services. 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 Promien Services.

With Warm Regards,

Saurabh Singh

Head HR
Authorized Signatory

Iaccept the above terms and conditions of employment
with Promien Services.

Signature.....

Date