

Date: 25<sup>th</sup> Nov, 2019

Mr. Dinesh Kumar

Vpo. Chhainsa, Ballabgarh, Faridabad (Haryana) 121004

Subject: Offer Letter

**Letter of Appointment**

Dear **Mr. Dinesh Kumar**

We are pleased to announce that you have been selected in “**Croma Campus Training & Development 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 “**Process Designer**” in Croma Campus and your joining date is **02<sup>nd</sup> Dec-2019**.

You shall join your duties on or before 2<sup>nd</sup> Dec-2019 at our Office G-21, Sector-03, Noida 201301, (U.P.)

We welcome you to the Croma Campus 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.

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**Annexure A****SALARY & COMPENSATION:**

- Your total compensation and benefits will be INR. 396000/-per annum.
- You're in-hand salary will be Rs. 33000/- per month.

**Salary Policies**

- No Advance salary will be given.
- You cannot share your salary details with other employees.
- You will be eligible to get incentives as per your performance
- You will be eligible for appraisal once in a year as per your and company's performance.
- Your probation period will be 90 days.
- Your incentives will be revoked, if tenure is less than 180 days.
- Salary will be credited on or before **15<sup>th</sup> of every month.**

Salary Structure	
Salary structure with effect from 02 <sup>nd</sup> Dec 2019	
Details	Current
<b>Total Cost to Company (CTC - Rs. Per Annum)</b>	<b>396000.00</b>
Components	Rs. Per Annum
Basic Pay	158400.00
House Rent Allowance (HRA)	79200.00
Special Personal Allowance	119400.00
LTA	12000.00
Communication Expenses	12000.00
Medical Reimbursement	15000.00
<b>Total Cost to Company (CTC-Rs. Per Annum)</b>	<b>396000.00</b>

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

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## **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 Croma Campus. 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 a period of initial three months from the date of your appointment, which may be extended by the Company at its discretion. During this period your work, attendance & conduct will be under observation. If your services are found satisfactory during the probation period, you will be confirmed in the present position or if the management is not satisfied with your work and conduct, your services shall be liable to termination, without any notice.

#### **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.

#### **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 09:00 am to 06:00pm.
- Your office timing will be changed as per the batch requirement.
- Your attendance will be tracked through biometric system.
- If you are unable to complete 9 hrs. per day then half day salary will be deducted from your pay.

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- There is no Work from Home Policy in Croma Campus
- 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.
- You cannot club your week offs. Maximum 3 leaves will be clubbed.
- Extra leaves other than week offs will be paid. Your one day salary will be deducted for each leave.
- You are entitled to government holiday as per company policy.
- Each Employee is entitled of 10 days sick leave for complete year (1st Jan – 31stDec). Extra leaves will be paid. Your one-day salary will be deducted for each extra leave
- 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 Croma Campus is found to have been suppressed/miss communicated /misrepresented/hidden, your employment shall be liable to be annulled at the discretion of the Management.

## **DATASECURITY**

You can use Croma Campus data which you are authorized. You cannot share or use Croma Campus data by any means without having the knowledge of Croma Campus.

If you will misuse the data by any means then Croma Campus will take the legal action against you.

During the association with Croma Campus, you cannot associate with any educational development and placement firm by any means. If you found to do the same Croma Campus 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.

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## **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 Croma Campus 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 Croma Campus 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 Croma Campus 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 Croma Campus and yourself will be of 30 days (without any negotiation in duration of notice period), if in case you are not serving the notice period, your 30 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 30 days salary deduction.

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## **CONTRACT/BOND WITH PREVIOUS EMPLOYERS**

You have to handover one original Mark sheet of 10th or 12th to Croma Campus as a security of your notice period. One year bond shall be applicable. In case, you break the bond your 60 days Salary would be deducted. You have to give two months notice when you leave organization. Croma Campus will return the mark sheet copy once you serve the complete Notice period. If in any case you are unable to serve notice period, you have to return amount equivalent last two months given salary to Croma Campus to get back your mark sheet. It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

## **ON TERMINATION**

- On termination of this contract, you will immediately give up the company all correspondence, specifications, books, calling data, documents, market data, literature, cost data, drawings, effect or records, etc., belongings to the company or relating to its business and shall not make or retain any copies of these items. You also have to surrender your email id and password before the management for the final clearance.
- Croma Campus has the right to terminate the employee without prior intimation.

## **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.

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## **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. Failing to do so can lead to termination of employment without notice.

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**

- 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.
- 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 facts 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 Croma Campus. 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 Croma Campus.

With Warm Regards,

**Devendra Sharma**

**Manager- Human Resources**



Authorized Signatory

I accept the above terms and conditions of employment With Croma Campus.

Signature.....

Date.....

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