



*The Ecommerce People*  
iTech Ecommerce Pvt. Ltd.

## OFFER LETTER

Date: Feb 22<sup>nd</sup> 2021

**Shailwala Manu**

Hello Shailwala Manu,

We are very happy that you have chosen to pursue your career with us. We are pleased to make you an offer as **Catalog Executive** at iTech E-Commerce Pvt.Ltd in Noida, India.

This letter together along with terms and conditions of employment contain the details of our offer. Pursuant to signing of the employment agreement which shall be served at the time of joining, you will be employed by the company with general responsibilities as described in the agreement, as applicable.

Your appointment was effective from your joining date, i.e March 01<sup>st</sup>, 2021.

**Annual Compensation as a FTE:** INR 3,50,000 (INR Three Lakhs Fifty Thousand)

**Fixed:** INR 3,00,000 (INR Three Lakhs)

**Variable:** INR 50,000 (INR Fifty Thousand)

**Other additional benefits:**

**Medical Insurance:** Corporate Group Medical Insurance for you & your family

Your next cycle of compensation revision will be in April 2022. The variable is linked to company performance and will be disbursed upon completion of computation for the revenue of the year 2021 on a prorated basis.

We look forward to a mutually rewarding relationship.

For iTech E-Commerce Pvt.Ltd

Khalid Isar  
Founder & CEO

**ACCEPTANCE OF OFFER AND CONDITIONS:** I confirm that I have read, understood, the terms and conditions, as stated above and accept them.

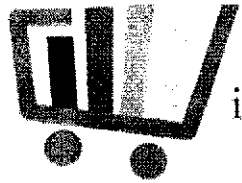
**Employee Name with Date & Signature:**

iTech E-Commerce Pvt Ltd  
A-5, 1st Floor, Sector-4,  
Noida - 201301 India

Phone: 801 004 3000  
info@itechecommerce

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly




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**Terms & Conditions:**

- You are an at-will employee.
- Annual appraisal would be conducted at the end of each financial year (March/April). The annual appraisal is subject to your rating at the end of the performance year. The appraisal will be effective from April 1<sup>st</sup> every year.
- Please note that the salary structure is subject to change in lieu of change in company policy.
- Income tax rules and all benefits as per company policy, which are subject to change.
- Your paid leaves (sick, casual, annual) will be 28 days along with 10 national holidays for a year. The holiday list will be shared at the time of induction. The leaves will be pro-rated as per your final joining date.
- Offer validates with background check & verification clearance, management discreetly hold the right to revoke the offer. Offer is valid for next 48 hours.
- On reporting, please bring two recent passport size photographs, photocopy of all educational certificates, address & photo ID proof.
- You are required to join the company on August 05<sup>th</sup> 2020 from your current remote location. Your movement to your base location will be informed by the HR with a 2-month movement window.
- Please return a signed scanned copy of this letter + your Aadhar/PAN card scan copy as your acceptance of the offer, confirming your date of joining.
- You will be required to work as per the internal policies to be shared by HR at the time of induction. However, the company expects you to work 9 hours in a day.
- The probation period is 3 months.
- Either party may terminate the contract with a notice period of 2 months and based on acceptance of resignation.
- The employee will need to be on active payroll to be eligible for variable pay. Also, the minimum term of eligibility of the variable pay is 3 months.
- The company's holiday year commences 1st January and expires 31st December of each year.
- Any dispute arising out of or relating to this Agreement shall be settled by arbitration to be held in Noida in accordance with the Indian Arbitration and Conciliation Act, 1996 as then existing, in the English language, and shall be heard and determined by an arbitral tribunal composed of a sole arbitrator appointed by the Company.
- The employee will fully and effectively indemnify the company against all losses, damages and expenses due to any breach of the terms of this agreement, or any fraud, misconduct or gross negligence on your part in the course of the employment with the company.
- You will fully abide by the internal rules and regulations of the company which are in force from time to time, and the company reserves the right to modify the terms and conditions of the employment which shall be binding on you, by giving you a prior notice of the same.
- Any information provided by you shall be used for background verification or any other purpose by the Human Resource team. In case of any discrepancy found which amounts to material breach of this offer letter shall invite immediate termination of the employee. Material breach shall mean misrepresentation of any information provided by you.
- You will be required to execute a Non-Disclosure Agreement (NDA) at the time of your induction.
- Please sign this offer letter as a token of your acceptance of the offer and conditions of the employment as specified therein, and kindly return the signed copy with 2 days of receipt of this letter.

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