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Date: - 8<sup>th</sup> November 2021

## LETTER OF APPOINTMENT

Dear Alina Parvez,

THIS AGREEMENT made on 8<sup>th</sup> November 2021 between R-Tech Information Systems (100% owned subsidiary of Infojini consulting headquartered in Maryland, USA), a Partnership Firm Governed by Indian Partnership Act 1932, and having its registered office at 808, Ashar IT Park, B Wing, 8th Floor, Road No. 16, Wagle Estate, Thane West - 400604. (Hereinafter referred to as the "Organization" which expression shall, unless it is repugnant to the context or meaning thereof, deem to mean and include its successors and assigns) of the One part  
And Alina Parvez citizen of India, holding Permanent Account Number DFKPP7264D & residing at 816, Shahabad, Bareilly, Uttar Pradesh -243003.

On the following terms and conditions:-

This offer is subject to satisfactory verification of your character, antecedents and testimonials.

### 1) Appointment:-

- 1.1 You shall be appointed at the position of "Trainee Recruiter – US Staffing"
- 1.2 Your Date of Joining will be your date of appointment.
- 1.3 Your initial place of posting is at **Noida**. The company reserves the right to change your place of posting by transferring you or placing you on deputation to any of its offices, subsidiaries or associated companies in any location within or outside India.
- 1.4 Your appointment with the company is subjected to:
  - (a) You are undergoing a pre - employment medical examination, If required and being declared fit;
  - (b) The accuracy of the testimonials and information provided by you;
  - (c) Your being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date.

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## 2) Duties:-

- 2.1 You will commence employment with the Company on **8<sup>th</sup> November 2021**. According to the instructions given by the Division/Department Head or his/her deputy.
- 2.2 You are expected to apply your best degree of professional, technical and administrative skills along with your experience to work diligently. Exercise evidence care and economy in the use of office equipment and supplies.
- 2.3 Your **leave** entitlement will be as per Company's policy notified by the Management from time to time. Please check with **HR Department** for your **leave** entitlement for the current year.

## 3) Grade and Basic Salary:-

- 3.1 Your CTC will be **₹3,00,000 (Rupees Three Lacs Only)** per annum which is subject to deduction of statutory dues or taxes.
- 3.2 You will be reimbursed expenses incurred during course of employment / for discharge of official duty, subject to submission of receipts, as per company rules. (If Applicable)
- 3.3 Salary increment would be based on your performance reviews during the year and appraisal would be as per company policy.

## 4) Probation:-

You will be on the probation for **180 Days** of service with the Company. The Company reserves the right to waive, reduce or extend the probation period at its discretion subject to a maximum extension of three additional months. Any confirmation of your service will be in writing.

## 5) Work Rules/Employment:-

You will also be entitled to and governed at all times by the policies, procedures, regulations and rules of the Company in effect from time to time whether such policies are specified in the Letter of Appointment or elsewhere. Further the Company may modify or change or add such policies, procedures, regulations or rules whether related to your salary or otherwise.

You acknowledge, agree and hereby consent that the Company may record and monitor your mails and telephone calls you may make or receive at work, for business reasons. You will devote your whole working time to the service of the Company and will not engage in any other Employment.

Failure to comply with the above will subject you to immediate termination without notice or payment in lieu of notice

It is mandatory for every employee to submit electronics equipment's like i-pod to the Support Staff Division drawer at the starting of shift and can take back only in the lunch break or after the end of shift.

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**6) Job Assignment:-**

During the course of your employment you may be given any assignment arising out of the Company's business that the Company in its subjective judgment feels suited to your background, qualification and experience.

**7) Transfer:-**

- 7.1 The Company may in its business interest transfer you to any of its offices in India or abroad on such terms and conditions as are applicable to such transfer in accordance with Company's rules, regulations and policies.
- 7.2 In the event the Company decides to send you abroad for the purpose of specific skills, training relevant to the job, you unconditionally undertake to refund all expenses and costs incurred towards the training and travel incidental to such training during the course of your employment with the Company, if your employment with **R-Tech** ends with the 24 months of date of commencement of training, either because you resign (regardless of the reason) or abandon service or because **R-Tech** terminates your employment for the cause (as determined by **R-Tech** at its sole discretion).

**8) Code of Conduct:-**

- 8.1 You shall, at all times, be required to carry out such duties and responsibilities as may be assigned to you by the Company or the senior officer and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interest of the Company.
- 8.2 You shall not, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the Company's interest.
- 8.3 You shall keep strictly confidential the details of your salary and employment benefits and letter of appointment, within and outside the Company.
- 8.4 You shall not disclose or divulge any confidential information related to the Company's business or its customers, which may come to your knowledge or possession during the tenure of your employment.
- 8.5 You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline and service conditions such

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as leave, medical, retirement, etc., as if these conduct rules, regulations, policies etc. at all, were part of this contract of appointment.

- 8.6 You will neither take any type of intoxication while you are in office premises nor come to office in intoxicated state.
- 8.7 You will give due respect to your colleague and keep a good atmosphere at office.
- 8.8 (a) It is a condition of this offer and your acceptance that in terms of your business activities and personal endeavors, your conduct will be in accordance with R-Tech's policies and with the terms of this Letter of Appointment which include all annexure hereto and the service rules of the Company.
- 8.9 (b) you should comply with the legal requirements of each country in which the Company conducts business and shall employ the highest ethical standards in any business dealings. Use of any Company assets for unlawful or unauthorized purpose is strictly prohibited.

#### 9) Termination of Service:-

- 9.1 It is to be clearly understood that referred to in this Letter of Appointment, your employment may be terminated by the Company at any time during the period with one (1) day notice if your performance is below average.
- 9.2 Company reserves the right to not to relieve you of your services or dismiss you without severance in the event your work performance during this period is not satisfactory or that all Company documents and intellectual data and property in your custody have not been properly handed over by you to an authorized representative.
- 9.3 The Company reserves the right to terminate your employment on grounds of policy, misconduct or cultural misfit to the Organization without notice or without payment of notice period and further can relieve you immediately, keeping in view the atmosphere of office.
- 9.3.1 The Company reserves the right to terminate your employment on grounds of unsatisfactory job performance by giving one month notice or waive off the same at its sole discretion.
- 9.4 **Absence** for a period of **two days** without prior approval of your superior in writing (including overstay of leave), can lead to your services being terminated without notice, or explanation, or payment.
- 9.5 You may be terminated if any declaration given or furnished by you to the company in any document submitted for employment proves to be false or if you have willfully suppressed any material information.

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9.6 You commit a breach of contract of employment.

9.7 You violate any rule or disobey any lawful instruction given by company.

Notwithstanding the above, the Company reserves the right at all times to terminate your employment forthwith without notice or payment in lieu of notice by way of punishment for misconduct under the Company's Service Rules. In such an event, without prejudice to the Company's rights at law and/or under other provisions of this letter, the Company shall pay only salary earned by you up to the date of termination. By accepting employment with the Company, you expressly authorize the Company to deduct from any payment due to you at any time, including from a termination or severance payment, any amounts owed by you to the Company unless otherwise prohibited by law. The Company shall be entitled to offset payment of any pro-rated allowance advances, etc. against salary due and to withhold amounts that may be required by the relevant authorities.

#### 10) Resignation:-

It is clearly understood that in case employee wants to resign from his services, then he/she has to serve the notice period of **30 days** after giving the resignation.

10.1 That company is giving you free specialized training necessary to assist in the performance of your job requirements and responsibilities. company is offering such training to you hoping that you will continue being an employee of the organization for at least **One Year** from the date of agreement mentioned above, so that it benefits from investing in the training; You understands that company would not offer such training unless you intended to remain an employee of R-Tech and you agree to reimburse total training cost and liquidated damages i.e. Rs.25,000/- per month, liquidated damages of Rs.1,50,000/- (Rupees One Lakhs Fifty Thousand Only) incurred by R-Tech if you terminate your employment before One years from the date of agreement.

But if any employee, leave's job before the expiry of one year or until his/her **resignation** is not accepted by the company and all the intellectual data and all the passwords and all information in the computer of employee is not returned to company or he or she uses that data for his/her personal use then company has the right to recover from the employee in the court of law and employee has accepted this condition with her/his will without any pressure from company before accepting the employment of company and all the terms and conditions of conduct rule and regulations of company. The company has the right to waive the notice period, given by either parties, either partially or whole at its sole discretion and without any compensation for the same.

#### 11) Medical Fitness:-

By accepting this offer you confirm that you are medically fit to effectively perform the job for which you are employed and that you do not suffer from any contagious or infectious disease or ailment that could

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risk the health of the other employees in the Company. At the sole discretion of the Management, you may be called upon once a year, to undergo such medical examination, as the Management may deem necessary. In the event the medical examination reveals any condition (including any physical or mental impairment) or ailment that (i) in the opinion of Management prevents or hinders you from performing your duties effectively (ii) could put the health of the other employees at risk, the same shall be a reasonable ground to discharge your services with immediate effect at the sole discretion of the Management, without any compensation or notice.

## **12) Retirement:-**

12.1 You shall automatically retire on attaining age of 58 years.

12.2 You may be retired earlier if found medically unfit.

## **13) Others Rules and Regulations:-**

13.1 You will be governed by rules & regulations of the company as applicable, enforced, amended or alerted from time to time during the course of your employment.

13.2 At company's option, you may be required to undergo a medical examination whenever required by a medical panel nominated by the company.

13.3 You shall maintain proper dignity of office and shall deal with all Matters with sobriety.

13.4 You shall regularly mark your attendance in the systems / register maintained by the company.

13.5 Any notice require to be given to you shall be deemed to be duly and properly given, if delivered to you personally or sent by registered post to you at your address in India as recorded with the company.

13.6 Upon leaving the employment of the company, you will not take along-with you any drawing, software code other reproduction or other data tables, calculation, letter or other documents or any other writing copy of writing of any nature whatsoever pertaining to the business of the company or any of subsidiaries.

## **14) Commencement of Duties:-**

Should you wish to accept the terms of employment as offered you are requested to sign and return the duplicate of this letter to us for the confirmation.

Kindly sign and return the copy of this letter. Please sign each page in acceptance of the terms and conditions set out herein.

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We welcome you and wish you a very successful career with the company.

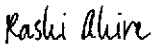
**15) Acceptance of Terms & Conditions of Service: -**

In accepting employment with **R-Tech** undertake to confirm to the Company's rules and regulations and agree to abide by the terms and conditions set out in the above Letter of Appointment, the provisions set out in the Company's Services, Rules and the Code of Conduct and all other Company policies now in force and as may be amended or added from time to time and such provisions shall be deemed to have been incorporated into my terms of employment.

I agree that the Employment Contract Documents constitute my entire agreement with the Company concerning in topics covered. They replace completely any earlier of contemporaneous communication or agreement with the Company about these topics. Any dispute arising concerning your services with the company or associates or partners will be governed and settled by the courts in Mumbai jurisdiction only.

Please return to us the duplicate copy of this letter, duly signed, as a token of your having read and understood the terms and conditions of your appointment completely and accepted.

For **Rtech Information Systems,**

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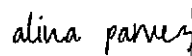
**Rashi A P**

**Senior Executive – Human Resources**

I, **Alina Parvez**, agreed to this with R-Tech Information Systems, according to the terms within.


Date: **8<sup>th</sup> November 2021**

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Employee Signature

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### Annexure (Salary Break up)

<b>Name of Candidate</b>	<b>Alina Parvez</b>	
<b>Location</b>	Noida	
<b>Designation</b>	Trainee Recruiter – US Staffing	
<b>PF Status</b>	No	
<b>Particulars</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	17500	210000
HRA	4375	52500
Personal Allowance	3125	37500
<b>Sub Total (A)</b>	<b>25000</b>	<b>300000</b>
<b>Variable Pay (B)</b>	0	0
<b>Total CTC (A+B)</b>	<b>25000</b>	<b>300000</b>
<b>Net Payable Inhand</b>	<b>25000</b>	<b>300000</b>
<b>Additional Benefits*</b>	0	0
Note: -All compliance and law of land will be implemented as and when applicable		

#### Notes:

1. All payments are subject to appropriate taxation.
  2. All payments would be as per company's rules & regulations, and administrative procedures in force.
  3. The salary structure is liable for modification from time to time.
  4. Company's & Employee's contribution to PF is calculated considering basic pay of ₹.15000/-.
  5. PF, ESIC, Gratuity, Bonus, Professional Tax, & TDS are applicable as per respective acts.
  6. Gross Salary excludes Employee's PF contribution, P.T, & applicable TDS.
- All Payments, like Salary, Perquisites, Reimbursements, Incentives, Bonuses and Commissions are all subject to the Provisions of Tax Laws. The mentioned CTC Salary is effective from your date of joining and the Net salary will solely depend on your investments and other statutory withholdings according to the Tax Laws.

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