

Date: -05th July '2022

LETTER OF APPOINTMENT

Dear **Megha Saxena**,

On Behalf of Gente Consulting Pvt Ltd, We refer to application and subsequent interview with us we are pleased to appoint you as Position "Recruitment Associate" on fulltime basis for a soft skills acquisition and on a probation period for SIX months.

After successful and satisfactory Completion of probation period, you will be confirmed in the employment, based on your performance in preceding 6 months in our company will be located at Sahibabad Branch on the following terms and condition

- **Date of Appointment :**

Your appointment is effective from 28th July 22.

- You will be located at our Noida office. Address: B-7, sector 137, Noida, 201301, India

- **Hours & Compensation Professional Fee:**

1. You will be paid a total annual compensation is of **Rs 3,50,000/-**.
2. Cost of company. The payment will be subjected to TDS Deduction if applicable.
This probation period required 9 hours a day (Login Hours) and 6 days a week.

- **Employee Provident Fund:**

Upon your confirmation and conversion in regular employment from contractual selection, you will be subscribe to the Provident Fund Scheme Operation in the company if applicable and will be governed by the rules and regulations of the Provident Fund Act - 1952 as applicable from time to time.

- **Employee State Insurance:**

On basis of your confirmation and conversion in regular employment from contractual selection, if you are emoluments are falling within the scheme and limits as prescribed under the provisions of Employee State Insurance Act, 1948, then the said provisions Under Employee State Insurance Scheme would be applicable.

- **Other Benefits:** You will be entitled to privilege, sick, and casual leaves as may be applicable to you.
- **Age of Retirement:** 58 years. (Applicable if confirm in regular employment)
- **Probation of Contract:** You will be on probation on contractual basis for a period of six months from the date of your appointment and the management reserves the right to extend the period. During this period, the contract may be terminated by either party by giving 2 weeks (15 days)

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notice or on payment of 2 weeks (15 days) contracted amount in lieu of notice by the company and either party is not bound to give any reason thereof,
You will continue to be the probation until your services are confirmed for employment in writing. A separate letter shall be issued to your confirmation the same.

- **Appraisals:** Increments & Appraisals will not be automatic, but will be at the discretion of the management, and will depend on the periodic performance assessments.
- **Consequences of Breach of Terms:** The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

In case you are absent for 3 consecutive days without prior or instant notice, company may take decision for your salary on hold and termination without any notice.

In case you will leave or resign from organization without any prior minimum required notice of 15 Days, company shall not liable to pay you're any pending dues.

Privacy: You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

It also includes all documents, agreements, sales charts, cost projections and analyses, pricing models. Financial and tax information, business, marketing and operational projections. Plans and opportunities, product information, designs identifications of customers. Vendors and suppliers customer vendor and distribution lists records and other books and records and relating to or concerning the Company.

- **Instructions**

At the time of joining, you are requested to bring along with your original and certified copies of the following certificates.

- a. Educational Documents (10th, 12th Graduation/PG), Address Proof, ID Proof, Experience/Relieving Letter of previous companies, Latest Salary Slip, 4 Recent passport size photographs, Cancel Cheque copy or Bank Statement (Existing account)

I accept the above terms and conditions, which form part of my assignment with Gente Consulting Pvt Ltd


For Gente Consulting Pvt Ltd

AUTHORIZED SIGNATORY

HR


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