



Date:-11th Sept'21

LETTER OF APPOINTMENT

Dear **Prashant Saxena,**

On Behalf of Boketto Technologies Pvt. Ltd, We refer to application and subsequent interview with us we are pleased to appoint you as Position "CSR" on contractual 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 of preceding 6 months. Company will be located at Sahibabad Branch on the following terms and condition

• **Date of Appointment:**

Your appointment is effective from 15th Sept'21.

• You will be located at our Sahibabad office. Address: B-313,314, 3rd floor, Pacific business park, Sahibabad, Ghaziabad-201010.

• **Hours & Compensation Professional fee**

1. You will be paid a total monthly contractual amount of **Rs 13,000/-**
 2. Cost of company. The payment will be subjected to TDS Deduction if applicable.
- The 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:**

Contractual selection; if you are employed on a contractual basis 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)

(Signature)
 Registrar
 Invertis University
 Bareilly

(Signature)
 Director Corporate Relations
 Boketto Technologies Pvt. Ltd.
 Sahibabad

- **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) 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 you 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 shall 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 you original and certified copies of the following certificates.

- a. Educational Documents (10th, 12th Graduation (DC), Address Proof, ID Proof, Expense

Passport

I accept the above terms and conditions, which form part of my assignment with Boketto Technologies Pvt. Ltd.

For Boketto Technologies Pvt Ltd.

AUTHORIZED SIGNATORY

HR

SK
 Registrar
 Inveris University
 Boreilly

SPY
 Director Corporate Relations
 Boketto Technologies Pvt. Ltd.