



Date: - 7th December 2021

LETTER OF APPOINTMENT

Dear Sonam Rajput,

THIS AGREEMENT made on 7th December 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 Sonam Rajput citizen of India, holding Permanent Account Number CWFPR6842C & resident at 368, Om Purwa, Kanpur Nagar, Kanpur, Utta Pradesh - 208007.


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.

808, Ashar IT Park, B Wing, 8th Floor, Road No. 16, Wagle Estate, Thane West - 400604.


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2) Duties:-

- 2.1 You will commence employment with the Company on **7th December 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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