



NetAmbit

To,

Pranjal Sharma

**115-B In Front Of A-1 Block Near Modern
Health Club Bda Colony Kargaina Kareli
Bareilly, Uttar Pradesh 243001**

E-Code - IR-83817

Dated: 13-02-2023

SUB: - LETTER OF APPOINTMENT

Dear Pranjal Sharma,

We are pleased to appoint you in our organization as "**Inside Sales Executive- Tele Sales**", **Band- 1** and w.e.f **13-02-2023** on the following terms and conditions:

Annual Compensation:

Signature Not Verified
Your annual compensation package (CTC) will be **Rs.228000/-**(Pre-Tax) subject to deductions as per Govt. rules & any other laws, rules & orders as may be applicable.
Digitally signed by RANJEET SINGH
DN: cn=RANJEET SINGH, o=INVERTIS UNIVERSITY, ou=INVERTIS UNIVERSITY, email=ranjeet@invertis.edu

Performance Incentive:

Apart from the salary you will also be paid incentive based on your performance and contribution to the organization as per the policy from time to time. The monthly target may change at the discretion of the company.

Location:

Your initial place of posting will be at **Noida**. However, the organization reserves the right to transfer you at any other Office / Branch, Subsidiary or Associate Company of the organization, in India that is in existence or may come into existence at a future date. On your transfer you will be governed by the Company's rule applicable to the establishment to which you are posted.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

Duties and Responsibilities:

- a) The company will expect you to work with a high standard of integrity, initiative, efficiency and economy.
- b) You will devote your entire time and attention to the work of the Company and will not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c) You shall not seek membership of any local or public bodies without obtaining written permission from the management.
- d) You shall neither divulge nor disclose to any third part, authorized/unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or deals of the Company's system of working, technical know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being the company's employee.
- e) You shall keep confidential all the information and material provided to you by the company or by its clients concerning their affairs, in order to enable to company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the company. Your obligation to keep such information confidential shall remain even after termination after cancellation of this employment.

Probationary & Notice Period:

. You will be on probation period of 6 months from the date of your joining. If your performance is not satisfactory during first 6 months probation, company may reserves the right to terminate your employment.

Your employment will be confirmed after the expiry of your probation period subject to receipt of satisfactory performance report from your concerned HR.

Signature Not Verified
Digitally signed by RAJJEET SINGH
Date: 2023.03.17 13:01:39 +05:30

During probation period, your employment may be terminated at any point of time by giving 7 days' notice (through a letter, without assigning any reason what so ever) or payment of salary(basic) in lieu.

Post your probation period; your services may be terminated by either party, by giving notice in writing for 15 days or payment of salary(basic) in lieu thereof, subject to the Management accepting salary in lieu of notice.

However, company reserves the right to terminate your employment without notice & payment in lieu thereof on grounds of breach of policy, misconduct, negative reference checks, violation of code of conduct or unsatisfactory job performance.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

Secrecy:

You will be required to act in the best interest of the organization at all times. You shall not discuss, divulge, or make public to any person / third party at any time during your service with the organization or thereafter any information, transaction, secrets relating to business of the Company, which may come within your possession in the course of work.

Alternate Employment:

During the period of service with the organization you will not accept or perform any part-time or other work for remuneration without obtaining prior sanction from the organization.

Leave:

In case of any leave taken under unforeseen circumstances, for which prior approval was not taken / obtained immediate information will be required to be sent. In case if you fail to do so, management will have the right to take action against you as per company's rule.

Increments:

Your increments and future prospects in the company shall entirely depend on your Appraisal. Appraisal depends on efficiency, hard work, and regularity in attendance, sincerity, good conduct, Company's performance and such other relevant factors as adjudged by the management.

Reference Check:

Your appointment will be subject to the organization receiving satisfactory references, Please furnish the name of the references, who have supervised you in a professional capacity at some stage in your professional career. Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of Commission / Omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

Past Records:

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information in such case you will be liable to removal from service without any notice.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

Grievance redressal mechanism:

If at any point of time during your working tenure and even after you part your way with the Company, if you have any issue or difficulties with respect to salary matter, any policy of the Company, if anyone misbehaves with you or face difficulty in dealing with your colleagues and seniors you shall seek help of the Company for redressal of grievances by following and approaching the following officials given in below matrix:

Levels of escalation	Point of Contact
1 st level	Your reporting manager
2 nd level	Sunita@netambit.net/employeesupport@netambit.net
3 rd level	legal@netambit.net/hr2@netambit.net

You hereby agree that you shall not write, comment or share any comments on any social media, websites or any internet based websites, application or platform in any case and shall seek to sort out your grievances by contacting the officials mentioned in the above escalation matrix only.

Breach and non-compliance of this clause shall be treated as gross misconduct and consequently your employment may be terminated, in the sole discretion of the Company, without notice with immediate effect.

Consequence of breach of terms:

Notwithstanding anything contained in this letter, should you contravene or breach any of the foregoing terms and conditions of service, the Company will be entitled to terminate your service forthwith, without compensation, notice period or salary in lieu thereof and without prejudice to other legal rights / remedies available to the company. However, no notice would be required to be given by the management in case the employee has concealed / suppressed information or is found guilty of gross indiscipline, fraud, misappropriation or acting against the interest of the office.

Signature Not Verified
Digitally signed by RAJJEET SINGH
Date: 2023.03.17 12:01:39 +05:30

Non-Solicitation-~~Jr~~ No-Poach of Employees:

You agree that you shall not either directly or indirectly solicit, induce, recruit or encourage any of NetAmbit's including its affiliate companies employees to leave their employment, or take away such employees, or attempt to solicit, induce, recruit, encourage or take away employees of NetAmbit, either for yourself or for any other person or entity during the tenure of employment with NetAmbit and for a period of one (1) years immediately following the termination of the employee relationship with NetAmbit for any reason whatsoever, whether with or without cause. You hereby agree to fully indemnify and hold NetAmbit harmless from any loss claim, damage, costs or expense of any kind whatsoever by virtue of breach of this non-solicitation or no-poach of employee's clause by you.

Registrar
Invertis University
Bareilly

Director Corporate Relations
Invertis University
Bareilly

General:

You are required to submit the following documents, if you have not submitted the same earlier:

- a. Certification in support of your education, experience, date of birth and other testimonials in together with copies thereof.
- b. Two copies of your recent passport size colored photographs
- c. Two copies of Postcard size colored Photograph, if entitled for E.S.I. benefit.
- d. Relieving letter from your last employer in case you were employed.

Further, this letter of appointment is issued to you based on the information provided and representations made by you in your resume and/ or other documents, information, declaration submitted during the interview process or otherwise. This is issued to you based on the assumption that your qualifications, experience and other details are correct and accurate. It also assumes that you have not withheld any material information, including education qualification, which would have affected your appointment with the company, your conduct in the earlier organizations was appropriate and that you were not terminated due to any reasons of misconduct, misappropriation or misbehavior or otherwise.

- a. This letter is subject to your providing the company with self-attested copies of documents in support of your qualifications/experience and other details provided by you.
- a. The company may at its absolute discretion conduct background checks on the information provided by you through an authorized third party / or otherwise. In case it is found by them that your qualifications and experience, other documents, declaration, information or details are false / not correct or your conduct in your earlier employments was not appropriate and if you are found engaged in activity which is against the interest of the Company, the Company reserves the right to take appropriate civil and/or criminal course of action which includes but is not limited to termination of employment, claiming compensation, forfeit of salary & full & final settlement dues etc.

Signature Not Verified
Relieving:
Digitally signed by RAJJEET SINGH
Date: 2023.03.17 17:01:39 +05:30

In case of leaving the company, you will return to the company all papers / documents or any other item belonging to the company.

Arbitration:

In the event of a dispute, the company will issue a notice to you & you shall be liable to reply to such notice by the company within 15 days of issuance of such notice. In the event of failure by you to reply to this notice within stipulated time period as above said, the dispute shall be referred to an arbitrator who will be solely appointed by the company. The decision of the arbitrator so appointed shall be final & binding upon you. The letter of appointment is subject to exclusive jurisdiction of Delhi & the rules of Arbitration & Conciliation Act of 1996 will be applicable.

Inventis University
Bareilly

Director Corporate Relations
Inventis University
Bareilly

Change of Address:

Any change in your status of residential address should be notified in writing to the company.
We welcome you to **Netambit Valuefirst Services Private Limited** and look forward to having a long and mutually beneficial association with you.

For Netambit Valuefirst Services Private Limited.

Authorized Signatory

I have read and understood the above terms and conditions of the appointment letter and hereby give my acceptance of the same.

Signature _____
Name _____

Signature Not Verified
Digitally signed by **RANJEET SINGH**
Date: 2023.03.17 13:01:39 +05:30

Registrar
Invertis University
Bareilly


Director Corporate Relations
Invertis University
Bareilly

Annexure

Employee Name: Pranjal Sharma

Designation: Inside Sales Executive

Components	Amount (PM)
Basic	12005
HRA	3719
Bonus	1000
Transport Allowance	0
Special Allowance	0
Medical Allowance	0
Gross Salary	16724
Employee's ESIC Contribution	126
Employee's PF Contribution	1441
Take Home Salary	15157
Employer's PF Contribution	1561
Employer's ESIC Contribution	544
Accidental + Life Insurance	171
CTC – Monthly	19000
CTC- Annually	228000

*The salary is subject to Income Tax deduction, as per the prevailing Income Tax rules.

Signature Not Verified

Digitally signed by RAJJEET SINGH
Date: 2023.03.17 17:01:39 +05:30

Inventis University
Bareilly


Director Corporate Relations
Inventis University
Bareilly