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Date: 10/ 01/ 2023

To,

Appointment Letter

Dear Vasundhra Dubey,

In pursuance to your application for employment with LRS Services Private Limited (herein after referred to as "Company"), we are pleased to offer you an appointment letter as an 'Executive-IT Helpdesk' with effect from 15th JAN, 2023.

1. Compensation

Your CTC will be of **Rs. 18,000/-** (Rupees Eighteen Thousand only) per month. A performance review will be conducted to assess your performance and suitability, from to time.

2. Probation Period

You will be on Probation for a period of **6 months** (hereinafter known as the 'Probation Period'). During the Probation Period the Company reserves the right to terminate your Employment immediately and without citing any reasons thereof.

3. Employment Location

Your present place of work will be on project-based employment with our client at **Delhi**, but during the course of the service, you may be posted/ transferred anywhere to serve any project(s) or any other establishment in India or outside, at the sole discretion of the Management.

4. Duties and Responsibilities

- 4.1 Your specific duties and responsibilities with respect to the Company can be discussed on your joining. You will be expected to perform to the best of your professional ability.
- 4.2 In the event wherein you do not hold the citizenship of India, it is necessary on your part to obtain the necessary work permit and other formalities applicable from time to time, as prescribed by the Government, entitling you to work with the Company.
- 4.3 You are required to submit the true and verified copies of your identity, qualification and experience document(s), as enumerated in **Schedule I** to this appoint letter within 15 (*Fifteen*) days of your Joining Date. That your appointment shall be provisional till such time you submit the requisite

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document(s), failing which, your appointment shall be duly suspended and/ or revoked. Further, you shall immediately and without any delay, update your records with the Company, concerning any change in your address and contact detail(s). Any alleged failure to do the same shall be considered as gross breach of your employment terms.

- 4.4 You shall adhere and abide to the Company policies which the Company shall, in its sole discretion, from time to time, make and amend policy and declarations from time to time pertaining to matters concerning leave entitlement, maternity leave, employee's benefits, working hours and on other related issues.
- 4.5 During the period of your employment, you will not engage in any other profession or business and shall endeavor your best to promote Company's interests. You will at all times, maintain complete secrecy about the Company's affairs, inventions and any special techniques. You will be required to sign from time to time confidentiality documents. You are also required to sign the Employment Agreement prior to joining the services.
- 4.6 During your employment and for a further period of one year from the date of separation, you will not seek employment nor act as an agent or a representative of any firm soliciting business with our customers in general and the customers you are doing project for in particular. Further, while in service you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the management of the Company.
- 4.7 You will not (except in the normal course of the Company's activities) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which Company may be concerned, unless you have previously applied to and obtained the written permission from the management of the Company.
- 4.8 You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
- 4.9 Any of our technical or other important information which might come into your possession during the continuance of your service with Company shall not be disclosed, divulged or made public by you even thereafter.
- 4.10 If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered deterrent to Company's interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission Company shall be entitled to recover the damages from you.
- 4.11 You will be responsible for safekeeping and return in good condition and order of all Company's property, which may be in your use, custody or charge.

5. Termination

- 5.1 The Company can terminate your employment, by giving you 15 (Fifteen) day(s) notice in writing or in salary lieu of.

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- 5.2 You may terminate the stated Employment with the Company, by giving no less than 30 Day(s) prior notice or in salary lieu of.
- 5.3 The Company reserves the right to terminate Employment summarily without any Notice Period if the Company has reasonable ground to believe you are guilty of gross misconduct, gross negligence, insubordination, moral turpitude, breach of the terms of the employment contract or any loss or damages caused to the Company.
- 5.4 Upon the termination of your employment, you shall return to the Company all of Company's property with you which was handed over to in course of your employment with the Company; laptop, documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; any information, in your possession or under your control relating to your employment or to client's business affairs.

6. Notice Period

It is clearly understood that in case employees wants to resign from his services, then he/she has to serve Notice Period of 30 days under probation period and 60 days on confirmation, after resignation.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including Resume), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

If you find our offer and terms and conditions acceptable to you, please sign the duplicate of this letter now as this offer expires today itself unless accepted.

Yours Sincerely,
LRS Services Pvt. Ltd.

for



HR Department

I accept the terms and conditions mentioned in the above letter.

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Schedule I – List of Documents

1. ID Proof (PAN Card) Mandatory
2. Address Proof (Adhaar Card, Driving License, Voter ID Card) Mandatory
3. Education Qualification Documents (Mark sheets and Certificates from 10th + 12th + Graduation + PG)
4. Technology certificate (areas you worked on eg. Jetking, CCNA, CCIE, RedHat etc.) if any.
5. Previous employer documents (Offer Letter, Relieving and Experience Letter and Increment letter (if any)).
6. Salary slips/ Bank Statement from previous employer, last 3 months.
7. 2 passport size photograph.
8. Bank Account details (Your Name in Bank, Bank Name, Account Number, IFSC Code, Branch Address)
9. Passport Photocopy.

Note: carry all the original documents in order to complete the joining formalities.

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Salary Structure

Annexure I

| Salary Components | Monthly | Annually |
|----------------------------|---------------|-----------------|
| BASIC SALARY | 9,000 | 108,000 |
| HOUSE RENT ALLOWANCE | 3,600 | 43,200 |
| CONVEYANCE ALLOWANCES | 1,600 | 19,200 |
| BONUS | 750 | 9,000 |
| GRATUITY | 433 | 5,196 |
| SPECIAL ALLOWANCES | 766 | 9,192 |
| ELEMENT TOTAL (A) | 16,149 | 1,93,788 |

| EMPLOYER CONTRIBUTIONS | | |
|------------------------------|---------------|----------------|
| Employer ESIC Contribution | 487 | 5844 |
| Employer PF Contribution | 1,364 | 16,368 |
| ELEMENT TOTAL (B) | 1,851 | 22,212 |
| ELEMENT (C=A+B) | | |
| CTC (Cost to Company) | 18,000 | 216,000 |

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Note: You will receive salary, and all other benefits forming part of your compensation subject to, and after, deduction of tax at source in accordance with applicable government and state law.

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