

OFFER LETTER

DATE - 27.04.2017

Dear Mr. Sameer,

With reference to your interview, we have great pleasure to inform you that you have been selected for the post of Project Manager.

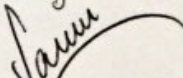
We are glad to offer you a salary of Rs. 25,300/- which is inclusive of mobile and conveyance allowance.

Please sign below as a token of your acceptance of this offer.

ZEBION INFOTECH PVT LTD


HR HEAD

ACCEPTED


(SIGN)

Date: 08.05.2017

To:

Mr. SAMEER SHAIKH
PUNE.

Dear Mr. Sameer,

We have the pleasure in appointing you as " **PROJECT MANAGER** " in our Organization, effective from **08.05.2017**. The terms and conditions of your employment are as under:

1) PLACEMENT AND COMPENSATION

You will be placed in the M1 grade of the Company and will be entitled to compensation of **Rs 25,300 /- P.M CTC** as per the attached annexure "A". Compensation will be governed by the rules of the company on the subject, as applicable and/or amended hereafter. Statutory deductions will be made as per various Acts.

2) Posting & Transfer

Your initial posting will be at " **PUNE** ". However your services are liable to be transferred, at the sole discretion of the Management, in such other capacity as the company may determine, to any department /section, location, associate, sister concern or subsidiary, at any place in India or abroad whether existing today or which may come up in future. In Such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

3) Probation / Training

You will be on Probation / Training for a period of **Six months** w.e.f. **08.05.2017** date of joining. The period of probation / training can be extended at the discretion of the Management and you will continue to be on probation / training till an order of confirmation has been issues in writing.

4) Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the Company. You will not take up any work for remuneration (part time or otherwise) or work in an advisor's capacity or be interested directly or indirectly (except as shareholder / debenture holder) , in any other trade or business during your employment with Company without the permission in writing of the Board of Directors of the Company.

5) Leaves

No Paid leave on account of ill-health or for any other reason will be granted, while you are on probation. You shall be entitled to the leave policy only after confirmation.

6) Intellectual property

If you conceive any new or advanced method of improving processes / systems, etc In relation to the business / operations of the Company , such developments will be fully communicated to the company and will be, and remain , the sole right / property of the Company.

7) Responsibilities and Duties

Your work in the Organization will be subject to the rules and regulations of the Organization as laid down in relation to conduct , discipline and other matters . You will adhere to the key Result Areas. (KRA) issued / amended from time to time. You must effectively perform to ensure results.

8) Past Records

If any declaration given, or information furnished by you to the company, proves to be false or if you are found to have willfully suppressed any material information , in such cases, your employment shall be liable to be terminated without any notice.

9) Termination of employment

Your services can be terminated on thirty days notice or on payment of equivalent day's salary in lieu of the notice on either side. This stipulation, however , shall not be applicable in case of any breach of company's rules regulation and requirements in relation to your performance and conduct in which case the termination of your services can be effected without notice.

Your absence for continuous period of 10 days (including absence when leave though applied for but not granted) or over stay for a period of 8 days from expiry of leave will amount to termination

of your employment and your services shall automatically come to an end without any notice or intimation to you by the Management. The Management will presume that you have abandoned the employment on your own accord and you shall be liable to give one month's salary in lieu of notice for abandoning the services in such manner.

Upon termination of employment, you will immediately hand over to the Company all correspondence documents and data belonging to the Company or relating to its business and shall not retain or make copies of these items.

10) **Medical fitness**

This appointment is subject to your being and remaining, medically fit.


11) **Resignation**

On resigning from the job, you will be required to give **ONE month** advance notice or acceptance of one month salary in lieu of notice will be at the discretion of the management. As per company policy you are not allowed to take any leaves while serving the notice period, as you will be expected to do knowledge transfer during that time.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning the copy of this letter for our records.

We welcome you on board and wish you all the best .

For ZEBION INFOTECH PRIVATE LIMITED


YOGESH DAGALE
MANAGING DIRECTOR

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Date: 8-5-17


SAMEER SHAIKH

ZEBION INFOTECH PVT LTD

ANNEXURE A

Employee Name : SAMEER SHAIKH

Designation : PROJECT MANAGER

COMPONENTS OF SALARY	OFFER
BASIC SALARY	22,498.00
BONUS	2,002.00
CONVEYNANCE	1,000.00
MOBILE ALLOWANCE	500.00
GROSS SALARY (A)	25,300.00
EMPLOYEE CONTRIBUTION PF	1800.00
EMPLOYER CONTRIBUTION PF	1800.00
NET SALARY P.M.	23,500.00
ANNUALLY CTC	3,25,200.00

Date : 10.11.2017

To,
Mr Sameer Shaikh
Pune.

Sub.: Relieving Letter.

Dear Mr Sameer,

With reference to your resignation letter dated 09.11.2017, we hereby accept your resignation and agree to relieve you from close of office hours on **11.11.2017**. We confirm that you were working with us as Project Manager from **08.05.2017**.

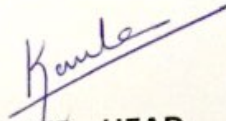
During your employment with us we found you to be hardworking and honest in performing your duties.

We wish you all the best in your future endeavors.

With Best Wishes,

Yours Sincerely,

For ZEBION INFOTECH PVT LTD


HR - HEAD