

Date: 14-06-2019

**The Placement Officer
J.S. University, Shikohabad
Firozabad-283135**

OFFER LETTER

We are thrilled to extend an offer of employment to you for the position of **Data Entry Executive** at Indian Banking Technology via Global Data Entry Work. We were impressed by your qualifications, experience, and the enthusiasm you exhibited during the interview process. We believe you will be a valuable addition to our team.

Validity of this offer is subject to your joining us on **12-09-2019**.

List of following Selected Student:

S.No.	Roll No.	Selected Student Name
1	171040125068	ANURADHA SHAHI
2	171040125070	KM MEETA KUMARI
3	171040125058	Rishabh Chauhan
4	171040125032	RAJEEV KUMAR
5	171040125110	ROHIT YADAV
6	171040125107	VIJAY BHAN CHAUHAN
7	171040125117	SHEKHAR SAXENA
8	171040125027	PUNEET DHINGRA
9	171040125012	JUNAID KHAN
10	171040125035	RUPAL YADAV
11	171040125094	ANAND SHANKAR GAUTAM
12	171040125031	RAJAT KUMAR YADAV
13	171040125018	KM. PRIYANKA TIWARI
14	171040125091	SAURABH SHUKLA
15	171040125080	PARMESH KUMAR

This offer and employment is subject to successful verification of your documents and employment records any time before and after your joining.

We look forward to having you as part of our team!

From 360 Realtors LLP



Sanjay Kumar
Global Head – Human Resources

Terms of Employment

For Sales Employees Only

(i) **Performance Incentive**

In the course of your employment, you may be eligible for a variable component in the form of incentive payments made to you in consideration of the successful closure of a transaction involving the lease, purchase and sale of a property. In such an event, the incentive would be paid to you only if you are an existing employee at the time of disbursement and at the time when the brokerage of the said unit has been received from the developer/client.

(ii) **Performance Improvement Plan (PIP) & Performance-Pay**

Organization has performance benchmarks for the sales employees; you will be informed and communicated on your sales targets and performance benchmarks at the time of joining. In case you do not achieve your sales targets and deliver below expectations on performance benchmarks, management reserves the right to activate the "Performance Improvement Plan" (PIP) for a specified period. During PIP period, you will get extra support from your manager to deliver the expected performance benchmarks. During PIP period your entire fixed pay will be automatically converted into "Performance-Pay". You will be entitled to salary only in case of successfully achieving the performance benchmarks. You will have right to accept and decline the PIP, in case of decline, your services will be terminated with immediate effect on account of non-performance and you will be relieved from services without any notice or notice pay in lieu.

For Sales Employees Only

(i) **Performance Incentive**

In the course of your employment, you may be eligible for a variable component in the form of incentive payments made to you in consideration of the successful closure of a transaction involving the lease, purchase and sale of a property. In such an event, the incentive would be paid to you only if you are an existing employee at the time of disbursement and at the time when the brokerage of the said unit has been received from the developer/client.

(ii) **Performance Improvement Plan (PIP) & Performance-Pay**

Organization has performance benchmarks for the sales employees; you will be informed and communicated on your sales targets and performance benchmarks at the time of joining. In case you do not achieve your sales targets and deliver below expectations on performance benchmarks, management reserves the right to activate the "Performance Improvement Plan" (PIP) for a specified period. During PIP period, you will get extra support from your manager to deliver the expected performance benchmarks. During PIP period your entire fixed pay will be automatically converted into "Performance-Pay". You will be entitled to salary only in case of successfully achieving the performance benchmarks. You will have right to accept and decline the PIP, in case of decline, your services will be terminated with immediate effect on account of non-performance and you will be relieved from services without any notice or notice pay in lieu.

1. PROBATION

- A. This arrangement will be under review for an initial probation period of Six (6) months. During this period your performance will be under review and based on your performance, a decision will be made with respect to continuing your services under this Agreement for the aforesaid position. During this period, your services can be terminated by the Company without notice and without citing any reason, if your work is found unsatisfactory or there is any negligence, misconduct or unauthorized absenteeism on your part or non-performance. However, you would be liable to give one month's notice before terminating this Agreement during the Probation Period.
- B. Upon confirmation under Clause 1(A) above, you will become a permanent employee of the Company and continue to be subject to its discipline, instructions, guidelines and rules as prescribed by the Company from time to time.

2. TERMINATION AND SEPARATION

- A. Your services under this arrangement, after the Probation Period, will be terminated:

- i. If either party gives the other party a written notice of termination, for 1 (one) month, in advance, in the manner prescribed herein; or
 - ii. By the Company by giving a notice of immediate termination without cause with payment of remuneration in lieu of notice; or
 - iii. In the event you make yourself absence from your duties without prior permission and authorization (including when you overstay the period of your sanctioned leave) for a continuous period of Five (5) days or more and do not return within this period and show sufficient cause for your absence to the satisfaction of the management, then you will be deemed to have lost lien on your employment which will amount to abandonment of your services on your own accord; or
 - iv. By the Company forthwith and with immediate effect, without any notice or salary in lieu of notice or any other benefits that might have accrued to you, if you shall be guilty of: material breach of this Agreement, any gross default or misconduct on behalf of non-observance of any of the stipulations herein set forth; corrupt practices; violating any intellectual property rights; disclosing of the confidential information of the Company; harassing Company's employees, vendors or customers; undergoing trial, imprisonment or are convicted of a criminal offence; violating any of the non-disclosure, non-compete obligation and non-solicitation obligations; engage in insubordination; moral turpitude; conflict of interest; or When any information or documents or particulars as given by you, in the application submitted by you for the appointment or otherwise is found to be false or incorrect at any stage, in case of not meeting the KRAs/performance standards as stated in **Annexure-B** (which shall be read as part and parcel of this offer letter)or
 - v. Upon retirement from the service of the establishment/Company after attaining the age of 60 years, unless the management, in its sole discretion, permits you to continue thereafter. For this purpose, your date of birth will be the same as provided by you in the Date of Birth proof submitted at the time of joining.
 - vi. In the event of your death or insanity or if you become medically unfit (as per the opinion of the management) during the term of your employment.
- B. Upon termination of your employment, you shall forthwith:
- i. Provide details of your future employer (if you have received and accepted any such offer letter) and disclose any possibility of conflict of interest.
 - ii. Sign all documents and perform all such acts as may be required by the Company in order to assign and transfer to the Company any asset, property or other rights in your position or under your control belonging to the Company.
 - iii. Deliver or assign to the Company, any property / assets, moveable or immovable, are provided to you by the Company during your employment with us, it is specifically agreed by you that all of these will be promptly returned / deposited with the company prior to full & final settlement of your accounts. In the event, you refuse to return such property / assets of the company, for any reason whatsoever, it will be treated as misconduct and violation of the terms of your employment and all benefits to you such as gratuity, bonus, leave encashment, salary dues etc. will be forfeited. Further, without prejudice to the legal rights of the Company to recover such property / assets, you shall also be liable for payment of such damages as assessed by the Company for the unauthorized use / occupation of such property / assets.
 - iv. If termination occurs prior to the completion of your duties, co-operate fully with the Company to ensure smooth and complete transitions to another Company advisor, employee or associate as directed in writing by the Company.
- C. Upon termination of your employment in accordance with the terms of Agreement, the Company shall forthwith pay to you all arrears of your remuneration up to and including the intended termination date after necessary deductions and adjustment, which, you shall accept in full discharge of all claims

whatsoever. You will not be entitled to any incentive, bonuses or sales related scheme after separation. To claim such benefits, you should be a bona fide employee of company at the time of disbursement of incentives, bonuses.

- D. At the time of leaving the job you are not allowed to take with you any data, data backup, information, client's/fabricator's/vender's phone numbers/addresses/emails/ agreements etc. If the same is done then it will constitute to Criminal Breach of Trust and be deemed as Criminal Conspiracy against the Company and we shall initiate appropriate legal proceedings including Civil and Criminal proceedings against you, which needless to say shall be at your own cost and peril.
- E. You agree that in the event of your leaving the Company and you are not completing the agreed notice period for any reason whatsoever, you shall be liable to pay to the Company compensation/damages and/or reimburse all costs and expenses incurred in or connected with your employment as calculated and described in the following manner:
- (i) **One [1] months'** salary in lieu of not serving the notice period.
 - (ii) Any amounts spent by the Company towards reimbursement of committed training costs and expenses incurred by the Company on your training
 - (iii) Loss incurred by the company due to unethical practice
 - (iv) Any damage or loss of company assets
 - (v) Any joining bonus, relocation expenses incurred by company
 - (vi) Any over charged communication/telephone bills
 - (vii) Visa and flight cost incurred by company
 - (viii) Any amounts spent by the Company towards the cost of recruitment.
 - (ix) Any amount of loss that the Company would have to reasonably incur due to your resignation which would include cost of re-recruitment, advertising, travel, loss of man hours, etc.
In case you do not serve the required notice period (unless waived off by your reporting manager), you will not be entitled for:
 - (i) Pending salary, profit share, incentive, reimbursements, business expense, variable salary & claims of travel and mobile; and
 - (ii) Relieving letter; and
 - (iii) Full and final settlement letter; and
 - (iv) No dues certificate; and

You and Company agree that the categories as described in this Clause 2(E) and as reasonably established are a genuine, fair, reasonable estimate of the damages or loss and expenses that would accrue to the Company or have been expended by the Company in respect to your engagement with the Company.

I have read understood, and agree to all of the above and hereby accept the offer of employment on the above terms and conditions. I understand that my employment is contingent upon execution of the Non-competition, Confidentiality and Non-Solicitation Agreement and the Agreement to Review and Comply with company's Human Resources Policies. I hereby authorise the company and any vendor assigned by the company to verify and background check the disclosures submitted by me.