

CLIENTPRO SERVICES

Purpose driven services

Date: 14/08/2022

To
The Placement Officer
J. S. University Shikohabad
Firozabad, 283135
Subject- Offer Letter

We are excited to give you this offer of employment for the position of **Relationship Manager Sales** with Clientpro Services. Please review the summary of the terms and conditions of our company. Annual gross salary of 30,000 /- paid monthly by direct bank deposits.

Following candidates are selected:

Student ID	Name of the outgoing students placed
202030002031	MAYUR DUTTA SHARMA
202030013016	SUNIL KUMAR
202030002028	MANJEET KUMAR
202030002048	SMRITI
202030002029	MANTASHA
202030002055	RANI YADAV
202030002053	VIKRAM SINGH
202030002036	RADHA PARMAR
202030002030	MAYANK VERMA
202030002034	PARUL RAWAT
202030002006	ATUL RATHOR

Further to the interview you had with us, we are pleased to inform you that you have been selected as a **Relationship Manager Sales** in our Company and you will be placed at **Indifi Technologies Private Limited Gurgaon, Haryana** on the following terms and conditions:

Location:

Your Initial Location will be at **Gurgaon, Haryana**. However, you may be transferred anywhere in India, if

Ph-011-41097974
info@clientpro.in

Clientpro Services
D-1/15, Hauz Khas
Delhi-110016

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circumstances so necessitate to continue training on the same terms and conditions.

Payable:

Your CTC will be Rs.2,79,624/-Per Annum

Your work will commence from the **13-May-2024**. You are requested to confirm acceptance of this letter. Designation- **Relationship Manager Sales**.

Terms & Conditions:

1. The appointment is based on the inputs provided by you at the time of offer, e.g. CVs, Last Drawn Salary, Qualifications, Experience detail, etc. In case, of any irregularities found in any of the information provided by you the above appointment would become null and void and would be revoked by the company.
2. You have agreed to treat this Provisional Letter of Engagement as confidential and shall not use the same for bargaining purpose with present employer or any other purpose. Violation of this condition by you shall empower ClientPro to cancel this letter without any intimation to you.

As a token of your having understood the terms and conditions enumerated above, you may kindly sign the duplicate copy of this order and return to us.

CLIENTPRO SERVICES

Purpose driven services

You are aware that the Company is taking contract at different places across geographical location in India and if required by the company, you can be deputed in any of the establishment where the Company has taken the contract for doing certain jobs whether it is in town/out of town, whether in city/out city and/or anywhere in India.

Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time and will maintain a high standard of loyalty, efficiency, integrity and secrecy.

Your services can be terminated by giving 30 Days' notice in writing, or payment of wages in lieu of such notice thereof, if you are in moral breach of your responsibilities.

Your continuance in service of the management is subject to your remaining physically and mentally fit. As and when required by the management, you will submit yourself to medical examination by a physician of the choice of the management.

Your appointment is terminable either by the management or by yourself without assignment of any reason on either side, after giving 30 days' notice or payment in lieu thereof.

In case there will be any change in your address; you will intimate us in writing within three days from the date of such change.

Your absence for a continuous period of 7 days (including absence when leave though applied for but not granted) or over- stay for a period of 7 days would make you to lose your lien on the job and your services shall automatically come to an end without any notice or intimation from the side of the management.

You further agree that you shall perform your duties with diligence, devotion and discretion and the Company may hold you liable for gross negligence or Theft. While in the employment of the Company, you are in no way allowed to be employed in any other Company on a temporary or part time basis or

offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior consent of the Company.

You confirm that you have disclosed fully to the Company all of your business interests whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstances in respect of which there is or there might be, a conflict of interest between **CLIENTPRO SERVICES** And you or any immediate relatives. You agree to disclose fully to the Company any such interests or circumstances which may arise during your employment immediately upon such interest or circumstances arriving.

You will be bound by any rules & regulations enforced by the management from time to time in relation to conduct discipline and on any matters relating to service conditions or Model Standing Order or Certified Standing Order etc which will be deemed as rules, regulations and order in the part of these terms of employment.

Confidentiality

a) The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies.

b) You shall not communicate to any public, papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise, related to the Company except with prior approval of the Management.

c) Any invention, development, process, discovery, formulae, plan, specification, program, design, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made developed or discovered by the employee either alone or jointly with any other person or persons while in the employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use therein or in connection therewith shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company.

Incase Background Verification is negative or any document submitted is found fake then the employee would be terminated with immediate effect without any notice pay.

Upon termination of your employment with the Company, you shall forthwith return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

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In matters not herein specified, you will be governed by such rules of the management as are in force from time to time.

In the event of the breach on our above cited obligations, which results in any liability on the part of the company, you agree to indemnify for all loss, costs and damages occasioned to you in this regard. You agree that **CLIENTPRO SERVICES** is entitled to deduct the sums, from the amounts payable to you each month for such loss / damages, if any.

Kindly sign and return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein. The detailed joining formality procedure has been explained in the Annexure II attached along with the Appointment letter. You will be required to comply with the same at the time of your formally joining the service. Once again, we welcome you to **CLIENTPRO SERVICES on behalf of INDIFI TECHNOLOGIES PRIVATE LIMITED**

Yours faithfully,

For CLIENTPRO SERVICES
PARTNER



Authorized Persons I accept the appointment and the conditions mentioned above. (Signature)

Your salary breakup is as below:

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Particular	Monthly Salary	Annual Salary
Basic Allow+ DA/VDA	13500	162000
HRA Allow	6180	74160
Interim Bonus	1125	13500
Special allow	0	0
Fixed Gross (A)	20805	249660
PF Employee @ 12%	1620	19440
Employee Esic @0.75%	157	1884
LWF	31	372
Professional Tax	0	0
Total Employee Contribution (B)	1808	21696
Net Take (A-B)	19000	228000
PF Employer @ 13%	1755	21060
Employer Esic @ 3.25%	677	8124
LWF	62	744
Insurance Self (GMC & GPA)	0	0
Total Employer Contribution (C)	2494	29928
CTC (A+C)	23302	279624

For CLIENTPRO SERVICES
PARTNER