



## SmartBrains Engineers & Technologist Pvt. Ltd.

A-25, Sector - 59, Noida - 201301

Tel.: 0120-4104995, E-mail: info@smartbrains.in

CIN - U80301DL2009PTC196925

### TheprovisionalofferofAppointment

5thJune2020.

Mr./Ms.GOLLA SAI LAKSHMI,

Congratulations!!!

We are pleased to appoint you to our company as "L1 Support Engineer-Networking ". You shall be based at Our Client Preferred Location, Noida / Bangalore/Hyd/ Chennai[India].

#### 1. COMMENCEMENT OF EMPLOYMENT

- a. Your employment will be effective only, after filling the Joining Form of our Client. Duties and functions of your employment may be modified at the discretion of the Company from time to time.
- This offer of appointment is valid only till the date of joining you have accepted and Committed as above and it will automatically cease in the event of your not joining us by the said date.
- You will perform and discharge all duties and functions assigned by the company in a faithful, competent, and professional manner.

#### 2. CODE OF CONDUCT

You need to maintain proper discipline and dignity and deal with all matters with sobriety. You agree to observe work timings and holidays as applicable.

#### 3. DUTIES

- You are entrusted with duties that may be modified at the discretion of the company from time to time. You shall comply with all operating policies, procedures and practices of the company.
- You shall to the best of ability and experience devote your whole working time, attention and energy to the business of the company as may be necessary and shall use best





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endeavor to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and effort.

- During the term of Agreement, you shall not directly or indirectly engage in any other business occupation or employment, whether or not such activity is pursued for profit, gain or other pecuniary advantage and shall not render any other commercial or professional services or participate in any other commercial activity.

#### 4. REMUNERATION

- Your starting gross remuneration package on the cost to company basis (inclusive of all the Company's contributions) shall be INR. 2.2 Lakh (Two lakh Twenty thousand) per Year Cost to Company. TDS (if any) will be deducted as per government rule. Salary Revision can be done after Six Month up to 2.7 Lakh Per annum Cost to Company under Specific Conditions.

#### 5. Minimum Service Tenure

- After Signing this Document If Candidate refuse to Join the client Company or quit the client company after onboarding before six months will be Fined with the amount of INR 10,000/-
- In the event Employment Cessation occurs at any time but before completion of 06 months from the day of deployment of our Client Organization, the Employee hereby agrees and undertake to immediately reimburse to the company the entire Training cost & Expenses.

#### 6. NOTICE PERIOD/Full and Final Settlement

- It is mandatory to provide Three-month notice, failing to do so will not entitle you to ANY salary.
- Full and Final settlement is done in 45 days from the date of the last working day.

#### 7. TERMINATION

This agreement may be terminated during its term upon the occurrence of any of the following events:

- Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part of the breach of any of the terms, conditions, and stipulations contained herein.
- Divulge or disclose, either directly or indirectly, any of the Confidential Information either by way of transfer, sale, theft, misappropriation, publication, misuse or wrongful or unauthorized use of the Confidential Information or otherwise.

#### 8. CONFIDENTIALITY

In consideration of the employment with the Company and the remuneration that you shall receive during the employment, you agree to the following:





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- You will not, either directly or indirectly, both during and after the Term of Agreement, without the Company's prior written permission, disclose, divulge, disseminate, publish, lecture upon, sell or transfer to any person, or permit any person to examine or make copies, of any documents, writings, drawings, materials or records that contain or are derived from any confidential information.
- You will comply, and do all the things necessary to permit the Company to comply, with all the applicable laws and with the provisions of the contracts executed by the Company relating to intellectual property & safeguarding of information, including the signing of any Confidentiality agreements if any, required in connection with the performance of duties and function.
- All programs, system logins, manuals, literature, etc. developed by you while in company service will at all times be deemed to be the sole property of the company. Also, the company will at all times have the sole proprietary right in any new system which you may develop while in the company's service.

### 9. Checklist before Joining

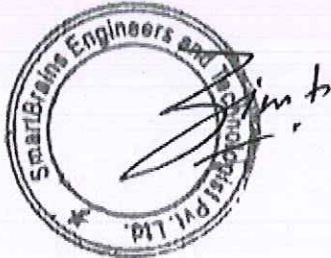
We request you to produce us with a true copy of the below for our records.

- ✓ Age proof.
- ✓ Offer letter, relieving, and experience letter from the previous employers.
- ✓ Educational certificates.
- ✓ 3 passport size photographs and a Passport copy.
- ✓ Salary certificate from the previous employer.
- ✓ PAN Card

We take pleasure in welcoming you and look forward to a mutually meaningful and long association.

In token of your acceptance of this offer, kindly sign and return the duplicate copy. Sincerely,

For SmartBrains Engineers & Technologist Pvt. Ltd.



**Binit Kumar**  
Manager

I agree to accept the offer on the above-mentioned terms and conditions.

Registered Address: 8/119, Gurhai Mohalla, Shahdara, North East, Delhi-110032

Website: www.smartbrains.in

*Ch. S. Reddy*  
**PRINCIPAL IIC**  
**D.N.R. COLLEGE**  
**BHIMAVARAM.**



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Acceptance

CostToCompany(CTC)Breakup		
Particulars	Monthly	Yearly
BasicSalary	10000	120000
HouseRentAllowance	5000	60000
MedicalReimbursement	0	0
TransportAllowance	0	0
OtherAllowance	1659	19908
<b>TotalGrossEarnings</b>	<b>16659</b>	<b>199908</b>
<b>Contributions</b>		<b>0</b>
EmployeePFContribution	1200	14400
EmployerPFContribution	1300	15600
ProfessionalTax	200	2401
EmployeeESI	125	1500
EmployerESI	541	6492
<b>TotalContributions</b>	<b>3366</b>	<b>40396</b>
<b>Take-Home</b>	<b>15134</b>	<b>181609</b>
<b>CostToCompany</b>	<b>18500</b>	<b>222000</b>

\* Any tax liabilities arising out of the remuneration will be deducted as per the Income Taxrules

ProfessionaltaxDeductionisnotApplicableinUttarPradesh

G. Sai Lakshmi