

Date : 1st July, 2019

To ,

ABHISHEK TAKALE
PAN NO: AUQPT9928A
AADHAAR NO: 614865915181
DOB: 13/12/1995

Subject : Appointment Letter

With reference to the discussion we had with you, we are pleased to appoint you as **Associate SD Engineer (ASDE-1)** under the following terms and conditions:

1. Commencement Date

Your date of appointment will be effective from **July 1st, 2019**.

2. Salary and Benefits

Salary and benefits are detailed in Annexure attached herewith. Your "CTC" is Rs 1,80,000/- subject to deduction of Tax at source. This CTC is valid for 3 Months only and there is a chance of Bonus after 3 Months. Based on performance the next CTC will be decided.

Annual Bonus:

Annual bonus is paid out to all the eligible employees based on the individual performance. Only Employees who are on rolls of the company as on payout date will be eligible for the Annual Bonus. However, quarterly bonus will be considered in the first-half year of joining.

3. Place of work

Your base location will be Mumbai. However, you are liable to be transferred to any of our establishments anywhere in India and abroad as and when required by the management

4. Working Hours

The working days are Monday to Friday, however whenever there is a business need, you are expected to work on Saturday and Sunday's as well. The office working hours are 09.30AM – 06.30PM. However, the timing may vary for those working on shifts based on business needs.

5. Probation, Confirmation & Termination

01. You will be on probation for a period of 3 (Three) months from the date of your appointment, where after, if your performance is found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.
02. During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with 30 days prior notice or basic salary in lieu of such notice and without assigning any reason. An Employee also bound to provide the company with 30 days' notice. After the notice is given, the terminating associate is expected to perform normal work activities.
03. Upon confirmation, employee's services are liable to be terminated by the company with two months' notice or payment of basic salary in lieu thereof. You shall also be bound to provide the company with two months' notice prior to Resignation during which period associate is expected to perform normal work activities.
04. If the exigencies of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. In the event of any reduction in the notice period, the employee can be relieved from the duties early subjected to receiving a written confirmation from the associate stating that he/she would pay the basic salary in lieu of short notice period. However, management reserves all the rights whether to reduce the notice period or not.
05. The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:
 - a. You commit any breach of your duties and responsibilities under this of service.
 - b. You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
 - c. You commit breach of any of the terms of this appointment letter.
06. Expenses reimbursed/paid towards but not limited to relocation / certification / training will be refunded back to the organization if the employee leaves the organization within a period of 12 months of such reimbursement/payment. This will also be applicable to employees who are asked to leave by the organization after they are given due chance to improve under the Performance Improvement Plan (PIP). Any person who is asked to leave for breaching any of the contractual terms with the organization will also have to refund the said amount. Organization reserves the right to recover such amount from the employee's final settlement or any such dues that the organization owes to the Associate.

6. Leave & Absence without Notice

Employee is entitled to leave as laid out in the Leave policy. Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

- I. Return to work within 3 days from the commencement of such absence, and
- II. Provide satisfactory explanation to management regarding such absence.

7. Non-Disclosure Agreement

During the course of your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this organization, disclose such confidential/proprietary information to any third party and /or any unauthorized person.

All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by organization.

Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

Employment Regulations

Whilst employed with the company:

- You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company;
- You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.
- You may be selected and sponsored by the Company for familiarization/training assignments with the Company's technical collaborators or any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in such assignments. The cost of such training, including the travel fare and related expenses, will be borne by the Company subject to agreements to be drawn up and signed between the Company and you. Such agreements will be specifying the minimum period you will be required to serve the Company after completing the training and providing for payment of liquidated damages by you to the Company proportionate to the time period of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to hereinabove;
- You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount;
- You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization
- During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment;

- The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period;
- This appointment letter is governed by and shall be construed in accordance with the laws of India, and both parties to this appointment letter shall submit to the exclusive jurisdiction of the Indian Courts. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the organization. Any amendment or modification to this appointment letter shall be made in writing and signed by both the parties.
- The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;
- You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities;
- You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company, including termination.
- The emoluments/benefits due to you will be liable / subject to deduction of income tax in accordance with the provisions, of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

9. Retirement

You will automatically retire from the service of the company on attaining the superannuating age of 60 years.

10. Date of Joining

You are required to join on **1st July 2019**, following which this offer stands withdrawn. At the time of joining please submit the following documents:

At the time of joining, you are requested to bring the following documents in original, along with one copies of each.

- One copy of this appointment letter, with signature on each & every page
- Offer letter or increment letter from current employer
- Relieving or resignation acceptance letter of present employer
- SSC and Intermediate (X, XII) certificates.
- Birth certificate (ignore if you are providing a copy of SSC)
- Bachelor Degree certificate and mark sheet.
- Post graduate degree certificate and mark sheet (if applicable)
- Any Diploma/PG Diploma Certificate & Transcripts.
- Any other Certificates with supporting documents
- One form 16 or taxable income statement (if available)
- Pay slips issued by current employer (latest 3 months)

- Copy of Aadhar Card (Mandatory)
- Copy of Pan Card (Mandatory)
- Copy of Passport (If available)
- Two pass photo size photographs or jpg file.

Acceptance

- Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.
- If you fail to indicate your acceptance within a week from the date of the appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

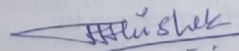
We look forward to your joining us for a long, successful and mutually beneficial association

Declaration

I, Takale Abhishek Prakash, do hereby declare that I have fully read and understood the terms and conditions of the Letter of Appointment issued to me by CHAINWORKS and do hereby accept the said Letter of Appointment and further give my consent to the said terms and conditions contained therein.

Date of Joining : 1st July 2019

Signature:



Place : Mumbai

Date : 1st July 2019