

Letter of Appointment

Mr. Tutumoni Doley
S/o: Mohan Doley,
Mingmang Borala,
Mingmang Badati,
Min mang Subansiri(part-II)
Dhemaji,
Assam-787035

Dear Mr. Tutumoni Doley,

Sub: Appointment to the post of **Design Engineer**

Ref: Our Offer extended to you over e-mail dated 30-May-2022

The company is pleased to appoint you to the position of **Design Engineer** with effect from the date of joining the company and you are required to join on or before 12-Sep-2022. You are not eligible for any travelling/conveyance allowance incurred by you for joining at the designated place of posting in the post offered to you.

The employment conditions are as follows:-

- You will be kept on probation for the first “three months” period in the position of **Design Engineer**. During the probation period, your services can be terminated without any prior notice and shall not be eligible for severance pay.
- For the present, your base location will be at Bhubaneswar/Greater Noida. During your service in the company, depending on the project requirements and demands you may be placed at different customer locations in India (for example Location can be NCR/Hyderabad/Bengaluru/Pune etc.,) or abroad for which you shall not have any objection and shall sign all documents as required by company or customer.
- After the completion of 3 months of probation, subject to your satisfactory performance during the probationary period, you will be absorbed in the regular employment on the rolls of Sevya Multimedia Technologies Pvt. Ltd. The company believes in nurturing and rewarding its key contributors.
- The remuneration offered from the date of joining the company shall be ~~Rs 4,00,000/- (Rupees Four Lakh Only)~~ per annum as CTC, as per corporate salary structure. **7LPA**
 - The salary offered is to be treated as Cost to Company, implying that it includes all direct and indirect benefits applicable at that time.
- Unless otherwise communicated in writing, your probation period will be completed by the end of the first 3 months of your employment and you will be treated as a confirmed employee.

Mr. Doley The signature is written in black ink over a circular blue stamp. The stamp contains the text "Sevya Multimedia Technologies Pvt. Ltd. Hyderabad".

- Your Performance Appraisal will be scheduled at the start of next Financial Year, provided you have completed 6 months of confirmed employment by then.
- You are governed by the company's "service and conduct rules" during your service in the company. You have to perform duties assigned by the management from time to time in the related companies.
- As per the service agreement agreed and signed, you are required to serve with the company for a minimum period of three years including the probation period of 3 months.
- The company may terminate the employment by giving three-month notice to you or pay salary in lieu of such notice. After the completion of **three** year and **zero** months years of service, you may serve by severance or resignation notice from the employment by giving three months' notice to the company or pay remuneration equivalent to three months on the basis of previous month remuneration drawn [without standard deductions] in lieu of such notice subject to acceptance of the resignation/ severance notice by the company.
- During the period of your employment, you will devote all your time exclusively for the work as may be assigned to you by the Company from time to time and you will not directly or indirectly engage or serve in any capacity whatsoever either full-time or part-time or undertake or carry on or be concerned in any business, trade, profession, or concern other than the work assigned to you.
- During the period of your employment with the company Sevy Multimedia Technologies Pvt. Ltd., or thereafter, you shall always keep secret and confidential and prevent the disclosure or divulgence of any information, knowledge, know-how, experience, data, documents, reports, statements, records, correspondence, discussions, contracts, affairs, dealings, finance, accounts etc. of the Company that pass through you or come to your knowledge.
- Your Employee ID is **0340** which needs to be referred wherever required in future official correspondence.

The Management expects absolute integrity and confidentiality from its employees.

Please sign the duplicate copy as a token of your acceptance and return it to us.

With Best Wishes

 

SRIKANT MODUGULA

Director

Sevy Multimedia Technologies Pvt. Ltd.