

VITANA PRIVATE LIMITED

On behalf of Vitana Private Limited (hereafter referred to as “us”, “our”, “the Company”, “the Management”), we are pleased to offer **Shreya Singh** (hereafter referred to as “you”, “your”), the position of **Recruiter - Trainee** in our Human Resources group. Your scheduled start date with us will be January 18th, 2021.

The terms of the employment with the Company are set out herein below.

Compensation

Your annual Cost to Company (CTC) would be **1.80 Lakhs INR (One Lakh and Eighty Thousand)** only, rounded off to the nearest Rs 10.

Your monthly breakdown of the salary would be the following:

Components	Amount
Basic + DA	11,250
HRA	3,750
Gross Monthly CTC	15,000

- 1) Roles and Responsibilities: As mutually agreed with the company’s leadership team.
- 2) Targets: As mutually agreed with the company’s leadership team.
- 3) Incentives: As mutually agreed with the company’s leadership team.
- 4) Your job location will be Pune, Maharashtra.
- 5) Income tax will be deducted at source as per prevailing rates under the Income Tax Act 1961
- 6) Deductions as per government laws shall be applicable
- 7) You may be eligible for an annual bonus based on your performance over the course of the year.

Your compensation is confidential information and should not be discussed with any other employee of the company. Sharing or discussing your compensation information with other employees of the Company can be grounds of corrective action taken by the Company, leading up to the termination of your employment.

Vacation

You will get 12 days of paid vacation days annually. The vacations should not exceed 2 days per month during the probation period.

Code of Conduct

By accepting this offer, you are agreeing that you would behave with professional integrity and work in the best interests of the Company and its clients. You also accept that you would be never involved in any kind of wrongdoings or misrepresent the Company or its directors in anyway during or after your employment with the Company. You would never use any copyrighted material or proprietary information of any other organization /entity in anyway while conducting business for the Company. While conducting any work or business for the Company, you would be solely responsible and held liable for any actions taken by you that are deemed illegal in the courts of law.

Verification

Your appointment and continuance in service is further subject to (a) production of all degrees/certificates qualifying for the job (b) a successful background check. Failure in either of these verification criterions will be grounds for immediate termination of your employment with the company.

Probation

Your probation period will be for a period of 3 months from the date of joining, and confirmation duly communicated in writing, will be done after satisfactory appraisal of your performance, by the Management.

Based on your performance and on successful completion of your 3 months' probation:

- Your annual compensation will be revised to Rs. 2,52,000 per annum or above.

Notice Period

During the period of probation, your employment with the Company may be terminated by the Company, without assigning any reason whatsoever.

After confirmation, on successful completion of your probation period, given to you in writing by the Management, the notice period for termination of your employment by the Company, shall be 1 week or 1 week's salary in lieu of notice.

After confirmation, on successful completion of your probation period, you would have to give a notice period of one month in writing, for the termination of your employment with the Company. The Company, at its discretion and on a need basis, may waive off the notice period to be served by you either during your probation period or after your confirmation.

Non- Disclosure Agreement

During the period of your employment with the Company, you shall not be engaged in any other work or assignment or employment or act in any way detrimental to the interest of the Company. You shall not make any statement to the press or media or contribute article(s) to the press or media without written consent of the Company. You may come across Company's confidential information during your employment, such as developments related to existing and future products and services marketed or used by the Company or confidential information entrusted with the Company or other person or firms, correspondence, conversations, and personnel data. You may have access to including but not limited to the Company's proprietary computer software, software source code and data; CRM data, client lists etc.

You duly accept not to divulge, duplicate, or communicate any such confidential information to any person or entity during and after your employment without the written consent of the Company. Any software source code for the Company's proprietary software should not be removed from the Company's computers, at any point of time. Additionally, you agree to immediately surrender all such confidential items or material to the Company. Any disclosure of the confidential information will be considered as a criminal breach of trust and may be subject to a legal action pursued against you by the Company. You may also be liable to any cost incurred by the Company while pursuing the legal action against you in an event of breach of this Non-Disclosure Agreement by you.

Assets

You may be provided with items including but not limited to laptops, computers, software's, and data cards by the Company at its discretion upon approval by the management, depending upon the nature of your job. These items continue to remain to be the Company's property and you are responsible to return these assets to the company in a reasonable condition either upon termination of your employment with the Company or at the Company's request. Failure to do so will be considered to be a breach of this agreement and may be subject to a legal action pursued against you by the Company. You may also be liable to any cost incurred by the Company while pursuing the legal action against you in an event of breach of this "Assets" clause.

Confidentiality

You shall assign to the Company all copyrights and reproduction rights to the materials prepared by you, in connection with your employment during your services with the Company.

You will be governed by all of the policies and procedures of the Company as applicable from time to time. The Company has a right to change or modify your terms and conditions of service at any time. Though you have been engaged for a specific location, the Company reserves the right to transfer you to any other branch, location, department, establishment, business territory of the Company. You will be governed automatically by the rules and the regulations and terms and conditions applicable to the new job location.



VITANA

We are excited to have you on the team and are looking forward to a long and mutually beneficial relationship.

Thanking you,
For VITANA PRIVATE LIMITED

For VITANA PRIVATE LIMITED

Ajit Kumar Singh

A K Singh

Director

Director



I, Shreya Singh, hereby agree to the terms and conditions stated above. I understand that the offer is valid only up to 2 business days after you receive this offer letter and automatically stands cancelled thereafter.

Signed:

Shreya

Date: 9-01-2021

VITANA