

October 16<sup>th</sup>, 2025

**Ms. Nikita Meghani**  
Delhi

Subject – Offer letter for the post of **Marketing Manager**.

Dear **Nikita**,

We are pleased to offer you the position of **Marketing Manager** in our organization on the terms and conditions given below:

1. Your employment shall be effective on **November 3<sup>rd</sup>, 2025** or joining day. (hereinafter “Effective Date”)
2. Your designation at the incipience of your employment with the Company shall be **Marketing Manager**.
3. You will be based in **M.G. Road, Gurugram**.

**4. Reporting:**

You will report to **Madhur Jain** or any other senior officials as you may be directed to report.

**5. Responsibility and Authority:**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

**6. CTC**

Your CTC to the company will be as per Annexure A. (on page no. 8)

**7. Transfer:**

During the course of your employment with the company, the company may at any time, in its sole discretion, transfer/depute you to any divisions, sections, subsidiaries, entities, offices or locations anywhere in India (hereinafter “Office”) on a temporary/permanent basis. In such event, the terms and conditions governing your employment shall be those applicable at the location of transfer or those applicable to employees of the office as the case may be.

**8. Hours of work:**

You shall be required to follow the company policy for timings and hours of work as intimated to you from time to time and you will be entitled for leaves as per the law and as well as company leave policy.

**9. Probation:**

You will be on probation for an initial period of six (6) months which can be extended at the discretion of the company. You will be deemed to be confirmed in service at the end of the period

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**BUILDSKILL INTERTRADE PRIVATE LIMITED**

Khasra No.9/1, Rao Mathura Prasad Marg, Village Kapashera, New Delhi - 110037, India

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CIN: U28999DL2020PTC367339

unless informed in writing that your probation period has been extended. The confirmation will be subject to satisfactory performance, as per the policy of the company.

**10. Superannuation:**

Every employee shall be retired on attaining the age of 60 years. An employee who has attained the age of 60 years may represent before the management to extend his service for another period and if after examination the management finds him fit to work for another period, the management may extend his employment/service.

**11. Company Property:**

You will always maintain any and all company property in good condition, which may be entrusted to you for official use during the course of your employment and shall return all such property to the company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the company.

**12. Termination:**

The company may, terminate your appointment with immediate effect if you:

- I. Commit any act of gross misconduct or other material breach of your obligations under the terms of this offer letter.
- II. Are found guilty of any conduct which in the opinion of the Management/Board brings the company or its associates/subsidiary into disrepute.
- III. Are found of taking any kind of commission, brokerage, incentive, gift or any other benefits etc. from any of the vendors or the customers of the company.
- IV. Otherwise, this employment may be terminated: By you or by the company by giving 30 days' notice during the probation and period thereafter, or salary in lieu of notice period.
- V. If your service is terminated as per clauses 2 to 4 you will not be entitled for one month notice.
- VI. You will not be entitled to any privilege/earned leave during the notice period.

For the purpose of this clause, salary shall mean basic salary.

**13. Taxes & Statutory Dues:**

The Company will deduct taxes and statutory dues as appropriate and consistent with the Indian tax regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

That the statutory dues are part of your CTC and will be borne by you.

**14. Borrowing/Accepting Gifts:**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

**15. Confidential Information:**

- I. During your employment with the company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed, or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the permission of the company.
- II. You must always maintain the highest level of confidentiality and keep confidential, the records, documents and other confidential information relating to business of the company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but it is not limited to, information about the company's products, processes including ideas, concepts, projects, technology, manuals, drawing, designs, specifications and all papers, resumes, records and other documents containing such confidential information.
- III. At no time, you will remove any confidential information from the office without permission.
- IV. Your duty to safeguard and not disclose Confidential Information will survive the expiration of this Agreement and/or your employment with the company.
- V. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the company may have against you in law.

**16. Equal Employment Opportunity:**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at company shall be based on merit, qualification, and abilities. Company does not discriminate in employment opportunities and practices based on race, color, sex, state, origin, age, or any other characteristic protected by law. This policy governs all aspects of employment including, selection, job assignment, compensation, discipline, and access to benefits and training. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their head of the department or HR Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found being engaged in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

**17. Full Force and Effect:**

- I. In the event where any one of the provisions of this agreement is considered invalid by a competent court in India, the remainder of the terms and conditions of this offer letter shall continue to have full force and effect.
- II. This letter replaces any previous oral or written orders with respect to your employment in this company.
- III. Your service period until this offer letter will be considered in your record.

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**18. Secrecy:**

You shall not at any time during or after the expiration of your employment reveal secret or confidential operations, processes or dealings or any other confidential information concerning the organization, business and finances of the company, its holding company and its associates and subsidiary company, or any of its or their dealings or transactions so far as they have come or may come to your knowledge and shall, at all times keep secret all matters entrusted to you.

**19. Notices:**

Notices may be given by you to the Company's registered office address. Notices may be given by the company to you at the address intimated by you in the official records.

**20. Applicability of Company Policy:**

The company shall be entitled to make policy declarations from time to time pertaining to matters like leave encashment, maternity leave, employee's benefits, working hours, transfer policies, etc and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this agreement to that extent.

**21. Jurisdiction:**

All disputes arising between the parties including under this agreement shall be subject to jurisdiction of courts of New Delhi alone.

**22. Change of Address:**

You will keep the company informed of any change in your residential address, or any other personal particulars relevant to your employment.

**23. Confidentiality and Intellectual Property:**

The Employee shall at all times during the continuance and after termination of this Agreement, keep strictly confidential all secret and confidential information (as hereinafter defined) and shall further ensure that all Confidential Information shall be made known only on a need to know basis and only to those bound by non-disclosure and secrecy obligations with the company. The term Confidential Information shall mean and include any and all information/document/material relating to the company whether marked confidential or not in any for whatsoever whether maintained electronically or in hard copies, and shall without limitation include customer lists, marketing/sales strategy and numbers, growth strategy, projects, plans and Intellectual Property.

Intellectual Property" shall mean any and all intellectual property rights including without limitation Trademarks, Patents, Designs, Copyrights, Geographical indications, Trade secrets, whether registered or not

**24. Severability:**

In the event of any provisions of this Agreement being or becoming legally ineffective or invalid, the validity or effect of the remaining provisions of this Agreement shall not be affected; provided

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that the invalidity or ineffectiveness of the said provisions shall not prevent or unduly hamper performance hereunder or prejudice the ownership or validity of the Intellectual Property.

**25. Waiver:**

Failure of either party to exercise promptly any right herein granted, or to require strict performance of any obligation, shall not be deemed to be a waiver of such right or of the right to demand subsequent performance of any and all obligations herein.

**26. Assignment:**

This Employment Agreement shall not be assignable by the **EMPLOYEE** without the prior written consent of the **EMPLOYER**.

We welcome you, and look forward to working with you.

Yours Sincerely,

For Buildskill Intertrade Private Limited



Authorized Signatory

October 16, 2025

*Nikita P. Lalwani*

(Nikita Meghani)

**Code of Conduct and Workplace Discipline**

1. No employee of the company shall directly or indirectly engage in any employment, trade, business or profession falling outside the scope of his employment in the Company either for a fee or for charity or as advisor or in any other capacity, without the prior written permission of the Management Officer / delegated authority.
2. Every employee shall faithfully and diligently serve the company at such office, station, post or position to which he may from time to time be appointed, posted, transferred and shall in all respects faithfully and diligently observe all the provisions of this manual and rules, orders, directions or instructions in force in the company or from time to time issued by the company or by any person placed in authority over him in respect of, more in relation to the work, duties, functions, powers authority from time to time assigned or entrusted to him.
3. Every employee shall take all possible steps to ensure and protect the interests of the company and discharge his duties with utmost integrity, honesty, devotion and diligence.
4. Every employee will observe strict confidentiality with regard to all affairs of the company, all dealings and transactions of the company with its bankers or with the company's customers and others. An employee shall not divulge or disclose any secret or confidential information entrusted to him or arising or coming to his knowledge in the course of his duties or otherwise in relation to the business of the company or its customers or others having business or dealings with the company.
5. Every employee shall be responsible for the due safety of and be held accountable for and shall on demand forthwith deliver, to the company all cash, cheques, documents, letters, files and any things and articles of any kind and articles of any description received by him (or by any person or persons with his consent express or implied or at his convenience) from the company or on behalf of the company from any person having business or dealings with the company.
6. Integrity and honesty of our employees is an important factor for continuous business operation of our Company.
7. Any criminal proceeding or police investigation against you shall be immediately intimated to the management. Such proceeding or investigation may entail suspension or dismissal from service even though there is no conviction or investigation pursued by the police.
8. While discharging his duties / work of the company efficiently and also purposefully, every employee must abide by and/or adhere to the laws, the rules and regulations as may be formulated by the Government of India and its agencies or the concerned State Government and its agencies, or local authority, financial institution (s), or the company's clients, that govern the company's day-to-day business. If, at any time, any employee acts contrary to the spirit or the letter of any law or rule and regulation applicable to the company, he shall be personally held responsible for the consequences that may arise there from, and shall indemnify the company against any loss / in damage incurred due to such acts of omission / commission on his part.

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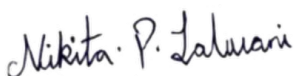
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9. The company has zero tolerance for sexual harassment by an employee. Therefore, the company demands that all the managers must act affirmatively to prevent sexual harassment. Every employee, anyone working on behalf of the Company and anyone conducting Company business off-site is responsible for maintaining a professional environment, free from harassment.
10. In the event of a reported loss or damage to the Vehicle or any of the company's property, all employees shall render utmost cooperation as regards police investigation or assessment of the loss by underwriters.
11. Every employee shall be liable to make good any loss or damage sustained by the company in consequence of any negligence on his part in the performance of his duties.
12. Every employee shall show courtesy towards other employees of the company and towards all others having dealings with the company.
13. No employee shall use violence or abusive language against any other employee of the company or others having dealing with the company.
14. Every employee shall conduct himself in a manner to increase the business of the company and enhance the prestige and reputation of the company.
15. No employee shall directly or indirectly accept any bribe or any financially advantage for any work done by him in the course of his duties in the company or during deputation to any station, the company's subsidiary, and associates of the parent company.
16. All employees will report for work only in neat and clean uniform, if provided by the company/clothing pending issuance of the uniform.
17. You will maintain good health and personal hygiene. You will undergo periodical medical examination by the doctor to assess your job fitness as and when required by the company.
18. Every employee shall report for work, commence his work at the right time, and shift according to the roster assigned.
19. The exercise of duties while under the influence of psychoactive substances is prohibited and if not followed then the employee(s) shall bear the consequences for such misconduct as defined in the Disciplinary Procedure of the company.
20. Any other rules lay down by the company from time to time.

I have read and understood the rules of conduct and disciplines mentioned above and agree to abide by the same.



**(Nikita Meghani)**  
(Signature)

**Annexure - A**

Please find below the Annual CTC breakup:

Basic Salary	₹10,00,000
HRA	₹5,00,000
Special Allowance	₹5,00,000
<b>Total CTC</b>	<b>₹20,00,000/-</b>

*(Provident Fund (PF) will be deducted as per statutory requirements under the Employees' Provident Fund Organisation (EPFO) norms.; Any Tax deductions will be as standard)*

**To proceed with the onboarding process, additionally, please submit the documents related to maintenance. Please submit the following documents:**

1. **Self-attested** copies of all educational certificates with marksheets.
2. Photocopy of Relieving letter & experience letter from your all-previous employer/s,
3. **Self-attested** copies of last 3 months salary slips / salary statement / bank statement from previous employer.
4. 2 passport sized color photographs.
5. **Self-attested** copy of Aadhar Card, Valid Driving license, PAN Card, Bank Details with Account Number (for salary payment process).
6. Appointment letter with Annexure (salary break-up) of the current/previous company.

**Acceptance:**

I, **(Nikita Meghani)**, accept the offer of employment with Buildskill Intertrade (P) Ltd as outlined above. I confirm that I will join the company on or before November 3<sup>rd</sup>, 2025, and start working in Delhi.

Signature: Nikita P. Lalwani  
Date: 17/10/2025