

REF : ACSPL/APPT/PJ/14-15
DATE : 15/09/2014

Mr. Puneet Kumar Jain
Opp. Ganga Vishan,
Bada Duttpura,
Morena [M.P.]

Dear Puneet,

APPOINTMENT LETTER

This has reference to our offer dated 14/08/2014; we are pleased to appoint you as "Trainee-Software Developer" in our organization.

The General Terms & Conditions of your appointment are as follows:

1. You will report to "Sr. Manager- EDP/IT of Adroit Corporate Services Pvt. Ltd.
2. Your appointment is effective from 15/09/2014.
3. You will be reimbursed with Consolidated Stipend of Rs.20,000/- per month [Rupees Twenty Thousand Only].
4. You will be on training for a period of six months. Your services will be confirmed as regular employee after successful completion of training, which is purely depends on your performance during training period.
5. Your appointment shall continue on training till your services are confirmed in writing by the management.
6. You are entitled to National and Festival holidays as well as Casual & Privilege Leave declared by the company every year. Leaves are applicable only after confirmation of the services in writing. The salary will be deducted for the absent days during the training period.
7. Your duty hours/working shifts will be regulated from time to time at the discretion of the management.
8. You will be required to work such additional hours as may from time to time be reasonable and necessary for the efficient performance of your assignment.
9. During the training period you will discharge your duties efficiently and diligently to the best of your ability and shall devote your whole time and attention to the interest of the company. You shall carry out duties and work as assigned to you and shall obey and comply with all the lawful directions of your superiors. You shall honestly, diligently and faithfully serve the company and use your utmost Endeavour to promote the interest of the company.

REF : ACSPL/APPT/PJ/14-15
DATE : 15/09/2014

Mr. Puneet Kumar Jain
Opp. Ganga Vishan,
Bada Duttpura,
Morena [M.P.]

Dear Puneet,

APPOINTMENT LETTER

This has reference to our offer dated 14/08/2014; we are pleased to appoint you as "Trainee-Software Developer" in our organization.

The General Terms & Conditions of your appointment are as follows:

1. You will report to "Sr. Manager- EDP/IT of Adroit Corporate Services Pvt. Ltd.
2. Your appointment is effective from 15/09/2014.
3. You will be reimbursed with Consolidated Stipend of Rs.20,000/- per month [Rupees Twenty Thousand Only].
4. You will be on training for a period of six months. Your services will be confirmed as regular employee after successful completion of training, which is purely depends on your performance during training period.
5. Your appointment shall continue on training till your services are confirmed in writing by the management.
6. You are entitled to National and Festival holidays as well as Casual & Privilege Leave declared by the company every year. Leaves are applicable only after confirmation of the services in writing. The salary will be deducted for the absent days during the training period.
7. Your duty hours/working shifts will be regulated from time to time at the discretion of the management.
8. You will be required to work such additional hours as may from time to time be reasonable and necessary for the efficient performance of your assignment.
9. During the training period you will discharge your duties efficiently and diligently to the best of your ability and shall devote your whole time and attention to the interest of the company. You shall carry out duties and work as assigned to you and shall obey and comply with all the lawful directions of your superiors. You shall honestly, diligently and faithfully serve the company and use your utmost Endeavour to promote the interest of the company.

10. You will be required to maintain utmost secrecy in respect of Project documents, mandates, Project cost & Estimation, Technology, Software packages, Licenses, Company's policies, Company's Services and Company's Human Assets profile.
11. You will not utilize or disclose or divulge to any person or persons any trade secret or know-how of the company except with the express consent of the management.
12. You are expected to act in a responsible and professional manner when you use the Internet, e-mail, and other company facilities. You shall not attempt to disrupt, degrade, or interfere with the normal operation of any information technology service or facility.
13. During your training with the company you will not undertake any other business, work or assignment except with the written agreement of the management.
14. Your current and permanent residential address, telephone number, mobile number and the e-mail address given in your resume for employment shall be deemed to be correct for sending any communication to you. In case there is any change in your current or permanent residential address, telephone number or e-mail address, you shall intimate the same in writing to the HR Department within five days from the date of such change.
15. Every employee is expected to be true and faithful to the company in their accounts, dealings and transactions and accordingly you will at all times when required, render true and just account thereof to the company or such persons as shall be authorized to receive the same.
16. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
17. The organization gives great importance to the cost consciousness and discipline in entire operation by its employees.

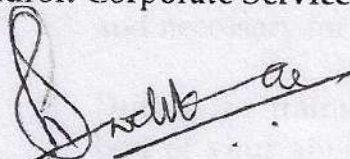
Please note that on violation of any of the service conditions or the code of conduct, the company reserves the right to terminate service of any employee with or without any notice.

Kindly return the duplicate copy of this Letter of Appointment duly signed as a token of your acceptance.

With best wishes.

For Adroit Corporate Services Pvt Ltd

I Accept


Sanjay N Harlikar
Sr. Manager-HR & Admn

Puneet Kumar Jain

10. You will be required to maintain utmost secrecy in respect of Project documents, mandates, Project cost & Estimation, Technology, Software packages, Licenses, Company's policies, Company's Services and Company's Human Assets profile.
11. You will not utilize or disclose or divulge to any person or persons any trade secret or know-how of the company except with the express consent of the management.
12. You are expected to act in a responsible and professional manner when you use the Internet, e-mail, and other company facilities. You shall not attempt to disrupt, degrade, or interfere with the normal operation of any information technology service or facility.
13. During your training with the company you will not undertake any other business, work or assignment except with the written agreement of the management.
14. Your current and permanent residential address, telephone number, mobile number and the e-mail address given in your resume for employment shall be deemed to be correct for sending any communication to you. In case there is any change in your current or permanent residential address, telephone number or e-mail address, you shall intimate the same in writing to the HR Department within five days from the date of such change.
15. Every employee is expected to be true and faithful to the company in their accounts, dealings and transactions and accordingly you will at all times when required, render true and just account thereof to the company or such persons as shall be authorized to receive the same.
16. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
17. The organization gives great importance to the cost consciousness and discipline in entire operation by its employees.

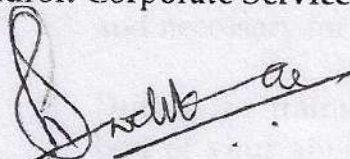
Please note that on violation of any of the service conditions or the code of conduct, the company reserves the right to terminate service of any employee with or without any notice.

Kindly return the duplicate copy of this Letter of Appointment duly signed as a token of your acceptance.

With best wishes.

For Adroit Corporate Services Pvt Ltd

I Accept


Sanjay N Harlikar
Sr. Manager-HR & Admn

Puneet Kumar Jain