

## **LETTER OF APPOINTMENT**

03/11/2022

To,

Praful Rameshrao Ashtankar  
Plot no 19, Avadhut Nagar 2, Shewale Layout,  
Near Shewale Hardware, Manewada, Nagpur 440034

Dear Praful Rameshrao Ashtankar,

With respect to the Online Interview and our offer as well as your acceptance of the same, we are pleased to appoint you for the position of **Sr. Business Development Executive** under the following terms and conditions:

**1. Date of commencement of work:**

Your date of appointment will be effective from **3<sup>rd</sup> November 2022**.

**2. Salary /Emoluments:**

Your Total salary **CTC is INR Rs. 41,800/- per month** subject to statutory deductions as applicable. A detailed salary and Travel allowance breakup sheet is also enclosed for your ready reference as Annexure A.

**3. Base Head Quarters:**

- a. Your initial employment HQ will be **Nagpur**.
- b. However; you can be transferred to any other location, establishment, outlet, unit branch, subsidiary, associate, office, department, post or place etc. Situated anywhere in the country or otherwise whether in existence presently or to be opened in future, wherever the management has interest. Upon such transfer, you will be automatically governed by the service conditions, rules, regulations and other terms and conditions as applicable at such new place.

#### **4. Working Hours:**

For Sales job there is no fixed working hours, however you can opt for flexible working hours as per your tour plan and calls per day, subject to you completing the required number of targeted calls and other related work. Qubix takes pride in building a learning based working environment. **Towards promoting such atmosphere, 1st and 3rd Saturdays usually will not be field working day**, However you maybe called upon to visit local stockists, attend meetings online or otherwise or travel for conferences and other corporate activities.

#### **5. Job and Reporting:**

In your job, you will be primarily responsible for the sales in your assigned territory. You will be required to achieve the set targets month on month, you will also be expected to learn and become subject matter proficient and interact with customers. Your job will involve extensive travel in and outside the state to meet customers. You will have the overall responsibility of your individual target. You will be reporting to Mr. Vijay Isal for all administrative reasons. **Qubix Believes in serving the stockist very well and procure maximum POBs on a daily basis. All your incentives and future increments will depend on secondary sales.**

#### **6. Probation, Confirmation & Termination:**

- a. You will be on probation for a period of **6 months** from the date of your appointment. At the end of this period, if your performance is found satisfactory, employment status will be confirmed in writing. If your performance is below expectations, your probations can be extended further for a period **6 more months**.
- b. During the probation period or the extended period of probation, an employee can be discharged from the company's services at any point of time with no prior notice and without assigning any reason, therefore.
- c. Whereas during the probation period if an employee resigns, he/she is bound to provide the company with **7 days' notice** without any leave.
- d. Upon confirmation, the company must provide you **One-month** notice of payment of basic salary in lieu thereof. Whereas in case of resignation, you shall also be bound to provide the company with **One-month** notice without leave. The notice period mentioned here will not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.
- e. **You will be required to work as per company standards listed in annexure B.**
- f. **Company shall review the performance after 3 months of joining. This review shall cover your coverage of the market as per company working norms that have been communicated.**
- g. **You will be advised in writing about your areas of improvements, if any. Close to the period of completion of 6 months your performance will be reviewed again and your confirmation will be given/ extended as the case maybe.**
- h. **Upon confirmation if you are eligible for health insurance cover for self and family.**

- i. **As a BDE you will also be provided a retention bonus of Rs.50,000 after one year of confirmation.**
- j. Under normal circumstances your next salary increment will be one year from DOJ.
- k. The company will have the right to terminate your employment without notice and payment of salary in lieu thereof if:
  - i. You commit any breach of your duties and responsibilities under this contract of services.
  - ii. You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
  - iii. You commit a breach of any of the terms of clause 8 of this appointment letter.
  - iv. Extremely poor performance

#### **7. Absence without Notice:**

Absence without notice/prior intimation OR remaining absent beyond the granted period of leave shall result into termination of your employment without any notice unless you-

- a) Return to work within 3 days from the commencement of such absence, and
- b) Provide satisfactory explanation & enough supporting documents to HR/Management regarding such absence.

#### **8. Non-Disclosure Agreement:**

- a. During the course of your employment with the company, you are expected to deal with the company's money, material and documents with utmost honesty and professional ethics. You shall not disclose such confidential/proprietary information to any third party and / or any unauthorized person during and after the employment has been ceased.
- b. Any kind of information/document/material in any form pertaining to the company 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 the company. Upon separation, you shall return it any copies thereof to the company.
- c. Acceptance of this letter would be considered as signing a non-disclosure agreement in general with respect to business & specific to any particular client as and when required by the company.
- d. Prior to joining our company, 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.

**9. Employment Regulations: -**

- a) Your acceptance of this appointment letter prohibits you from engaging yourself in any trade, profession or undertaking any employment, vocation, alignment or engagement of any sort of political or otherwise, whether part time or full time, while in the service of the company.
- b) You will always carry out your duties with diligence and loyalty, keeping the company's interest paramount.
- c) 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 company.
- d) 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.
- e) 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.
- f) 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 Bangalore. 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.
- g) The terms and conditions of your appointment are confidential and may not be disclosed to or discussed with anyone.
- h) You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor/manager and others authorized by the company to assign such duties and responsibilities.
- i) 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, sexual harassment, unethical behaviors etc. Would warrant strong disciplinary action from the company. You shall always abide strictly by the company's culture from time to time and shall not deviate from the same. All disputes arise related to your employment will be under the Jurisdiction of Bangalore only.
- j) The emoluments/benefits due to you will be liable/subject to statutory deduction and income tax in accordance with the provision, of the income tax act and rules made thereunder as also other applicable laws, if any, as, may be in force from time to time.
- k) You are expected to conduct yourself to highest ethical standards and shall discharge your duties honestly and abide firmly by Company's moral code of conduct.

#### **10. 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.

Thanking You,  
For **Qubix Medicare Private Limited**

Ashwini  
HR Department

#### **ACCEPTANCE:**

*I have read and understood this appointment letter and I accept all the company terms and conditions and I confirm by taking up the position (mentioned in the job title) from the mentioned date of joining.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ANNEXURE - A		
<b>Name of the Candidate :</b>	<b>Prafull Rameshrao Ashtankar</b>	
<b>Designation:</b>	<b>Sr. Business Development Executive</b>	
<b>Head Quarters:</b>	<b>Nagpur</b>	
<b>DOB:</b>	<b>27/08/1984</b>	
<b>Education:</b>	<b>MBA</b>	
Salary Offered		
Components	Per Annum	Per Month
Basic	288,000	24,000
HRA	115,200	9,600
Conveyance	76,800	6,400
<b>Gross Salary</b>	<b>480,000</b>	<b>40,000</b>
PF Employer	21,600	1,800
ESI Employer	0	0
<b>Total CTC</b>	<b>501,600</b>	<b>41,800</b>
Deductions		
Components	Per Annum	Per Month
PF	21,600	1,800
PT	2,400	200
ESI	0	0
TDS		
<b>Total deductions</b>	<b>24,000</b>	<b>2,000</b>
<b>Net Pay</b>	<b>456,000</b>	<b>38,000</b>
Note: You will be covered with a PAD - Personal Accident Policy Cover for yourself only by the company Please note that PF, PT & TDS will be deducted as applicable.		
<b>Please keep salary and other perks information strictly confidential</b>		