



GRIPSINN

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Gripsinn – RPO | KPO | BPO | LPO
4th floor Bhagirath Icons, Narol
Ahmedabad 382405
☎+91 6354224630

Date: 06th August 2024

TO WHOM IT MAY CONCERN
SUB: OFFER OF EMPLOYMENT

Dear Mr. Sahil Patel,

Based on your application and subsequent discussions we had with you, we are pleased to offer your employment in our organization as **"HR Associate"** with **Gripsinn (A Consultant Company – BPO, RPO, KPO & LPO)**. Subject to acceptance of the terms and conditions of Employment as follows;

1. Appointment:

Your Appointment takes effect from: 08th August 2024.

2. Remuneration

Your total compensation will be **3,12,000 (Rupees Three Lakh Twelve Thousand only)** per annum. The details are attached in **Annexure-A**

You will be responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your remuneration, Income-tax, other taxes and levies which is liable to deduct at source.

For GRIPSINN

Madhur Sharma
CEO & Managing Director
Gripsinn HR Solutions
☎ +91 6354224630

FOR GRIPSINN TECH SERVICES

Candidate Acceptance

Sahil Patel
HR Associate

Date: 06/08/24

3. Leave

You will be entitled to leaves and other benefits as per company's prevailing policy

4. Probation

You will be under probation for a period of 2 months from the date of your joining the company. The same may however, be extended if so, deemed necessary by the management of the company.

On the successful completion of probation period, you will be confirmed in writing by issuing a letter to the said effect. You will be deemed to be on probation till you receive the letter of confirmation from the management.

5. Reporting & Responsibilities

Your reporting authority and KRAs **will** be communicated at the time of joining. In your assignment, you will be required to perform the duties as more particularly laid down in the job description of the position.

6. Discipline

We believe that you will make a valuable contribution to the company's success with your skills and experience. We would like to understand and appreciate that, continuity of talented personnel like you is very important to provide our customers an exceptional consulting experience on the latest technology and process in a sustained manner. It is expected that you will respect this tenet as an associate. Hence this offer of employment is expressly contingent upon your employment commitment and competency to deliver as required by the company.

During the period of the employment, you will work honestly, faithfully, diligently and effectively for the growth of the company. As a critical position, your conduct both in and out of the office and while representing the company will be governed by the norms of the company.

7. Confidentiality

All intellectual property rights, including but not limited to, Patents, copyrights, Designs and Trademarks developed by you during office time or using the company infrastructure or while performing or discharging official duties shall be sole and exclusive property of the company and the same shall be deemed to be work made to hire. You shall execute/sign such documents for the purpose of assigning such intellectual property as and when required by the company. You will be required to sign a confidentiality agreement on employee inventions and property rights upon joining company or whenever required by the company.

You are required to maintain utmost secrecy in regard to the affairs of the company and shall keep confidential any information, whether written or oral, which relates to the internal controls, computer or

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data processing programs, algorithms, electronic data processing applications, routines, subroutines, techniques or systems or information concerning the business or financial affairs and methods or operation or proposed methods of operation, accounts, transactions, proposed, security procedures, trade secrets, know-how or inventions of Gripsinn or its affiliate, or any client agent, contractor or vendor. You shall not disclose the identities and other related information of any of its clients. Breach of provision shall be treated as a gross violation of the term herein and your services are liable to be terminated without notice.

8. Initial Posting and Transfer

You will be working from the Ahmedabad office. You may be transferred to other locations to work either at other offices of the company or at customers' locations. In such situations, you will be responsible for working during the normal business hours as existing in the company and complying with the rules as applicable at the work-location. You may be transferred temporarily or permanently to another place within the country. The employment terms will then be modified, if necessary, to reflect the requirements of the new postings.

9. Termination

The employment is terminable by giving us Fifteen days' notice which is negotiable depending upon the situation in writing or salary in lieu of notice. However please note that accepting any such early relieving request would be entirely at the discretion of the company property. The company will not be bound to pay the dues, if any, till you have completed the separation procedures.

10. General Employment Obligations

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (Part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without written permission from the company.

Your appointment shall be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes from time to time.

You agree not to undertake employment whether fulltime or part time as the Director/Partner/Member/Employee of any other organization or entity engaged in any form of business activity without consent of our organization. The consent may be given subject to any terms and conditions that the company may think fit and maybe withdrawn at the discretion of the company.

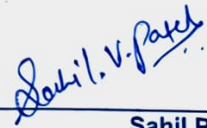
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Sahil Patel
HR Associate
Date: 06/08/24

11. Continuation of Employment

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the company shall stand terminated/cancelled without any notice.

12. Governing Law & Jurisdiction

The jurisdiction concerning any dispute out of your employment will be the courts in Ahmedabad, Gujarat only.

Please note that this appointment is subject to

- a. You being found medically fit.
- b. Satisfactory professional reference check.
- c. Background verification clearance.
- d. Signing of non-disclosure Agreement.
- e. Adhering to the Information Security policy of the company.

We welcome you to Gripsinn to be a part of a high-performance team with focus on providing high-quality consulting solutions and services adding value to our customers and look forward to a mutually rewarding career with us.

Your Sincerely,



Madhur Sharma
CEO & Managing Director
Gripsinn (A Consultant Company)
4th Floor, Bhagirath Icon, Narol
Ahmedabad - 382405, Gujarat

I have gone through the aforesaid terms and conditions / terms of appointment and have fully understood the same. I hereby accept the above appointment on the terms and conditions stated herein above.

For GRIPSINN



For, GRIPSINN TECH SERVICES

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CEO & Managing Director PROPRIETOR
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Candidate Acceptance



Sahil Patel
HR Associate
Date: 06/08/24

ANNEXURE – A
COMPENSATION STRUCTURE

Associate Name: Sahil Patel
Designation: HR Associate
Gross Salary (in Figures): Rs 3,12,000/-
Gross PA (in words): Rupees Three Lakh Twelve Thousand Only

	Sl. No.	Components	Per Month	Per Annum
Fixed	1	Basic Pay (In-Hand)	26,000	3,12,000
	Total			3,12,000

NOTE:

- This is strictly confidential and must not be discussed with anyone other than the reporting Manager/HR. All components above are governed by the company policies and statutory guidelines.
- If taxes are applicable, they will be deducted accordingly.
- Any personal tax liability arising out of compensation will be borne solely by the employee.

For GRIPSINN

Sharma

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CEO & Managing Director
Gripsinn HR Solutions
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Candidate Acceptance

Sahil V. Patel

Sahil Patel
HR Associate
Date: 06/08/24