

To

Mr. Hanumantharaj M
No. 179/1, Ramagondanahalli,
Opp. Adarsh Palm Meadows,
Bengaluru – 560066

Offer of Employment

Dear Mr. Hanumantharaj M,

Greetings from M/s Land Optimizer International Private Limited.

The Management is pleased to employ you as **Admin / HR Executive** with effect from 6th March 2024 at Land Optimizer International Pvt Ltd, Bengaluru. This offer letter is subject to the following terms and conditions:

TERMS AND CONDITIONS OF APPOINTMENT:

1. Your monthly emoluments would be Rs.29,000/- (Rupees Twenty-Nine Thousand Only). The allowances, benefits and other terms and conditions of your employment will be as per Company's Policies as may be in force from time to time. Salary will be paid into your salary account before the 10th day of the subsequent month.

2. You are requested to submit the following documents:

- o Documentary evidence of Date of Birth and Address Proof
- o Aadhaar card copy
- o One passport-size colored Photograph
- o Educational Certificate

3. You will be required to discharge the duties and responsibilities that will be assigned to you from time to time by the Management, diligently and satisfactorily, with high professional standards.

4. Job Description:

- Office supplies procurement, inventory management, and replenishment.
- Facilities maintenance, including cleanliness and repairs.
- Meeting and event scheduling, and logistics coordination.
- Travel arrangements for employees, adhering to policies.
- Document organization, digital and physical file management.
- Visitor assistance, badge issuance, and log maintenance.
- Vendor liaison, contract negotiation, and relationship management.

- Identify job vacancies within the organization.
- Craft detailed job descriptions outlining roles and responsibilities.
- Advertise job openings through various channels.
- Review and screen received resumes and applications.
- Conduct preliminary screenings to assess candidate suitability.
- Arrange and conduct interviews with qualified candidates.
- Evaluate candidates based on skills, experience, and cultural fit.
- Perform background checks and verify references.

5. Your services will be liable to be transferred from one place to another and/or from one branch office to another, purely at the discretion of the Management.

6. You will be a full-time employee of the Land Optimizer International Private Limited and as such you will not engage yourself elsewhere for any work either honorary or for remuneration without written permission from the Management. Your engagement hours will be regulated from time to time and as per the exigencies of business.

7. Your services are liable to be concluded without any notice or salary in lieu thereof in case of continued ill health or continued absence for more than 15 days without approval.

8. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any such acts or omission the company shall also be entitled to recover the damages from you.

9. You will be subject to follow and abide by all the Rules and Regulations of the Company and the service conditions as are in force at present or as may be introduced or amended or extended or rescinded from time to time.

10. The normal working hours are from 9.30am to 6.00pm Monday to Saturday and if any requirement/urgent needs from management should work after office hours and on weekends also. We welcome you to Land Optimizer International Private Limited. Please, return one copy of this letter duly signed by you as a token of your acceptance of the terms and conditions mentioned herein.

For **Land Optimizer International Pvt Ltd**

(_____)

Managing Director