

Ref.: - IT/HR/001147

Dated : 08/03/2019

Mr. Hitesh Ajit Mhatre

Near Bapujidev Mandir, Saral, Alibag, Saral, Raigarh, 402209

Tel.no.: 8390556992

Subject: - Offer Letter.

Dear Hitesh Ajit Mhatre,

This refers to your interview with us; we are pleased to offer you the position as *Network Engineer LI*, with effect from 04/03/2019.

Your compensation package is mentioned in Gross Emoluments Sheet.

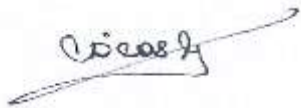
You will be under probation period for **One Year**.

We welcome you to the ITSOURCE family and hope for a long and happy association with you in the future.

Thanking you.

Yours sincerely,

For **ITSOURCE TECHNOLOGIES LIMITED.**



Authorized Signatory

. Note: This offer is valid based on BGV report is clear. As a part of company's joining formalities, a complete verification of your identity / Document verification and your background screening would be done. On successful submission and verification of your documents, background check, you shall be issued Letter of Appointment from the company. In case if any of the verification turns out to be negative at any point of time, your appointment with the organization shall be terminated on immediate basis. If you wish to resign the notice period will be of **60 days (2months)**.

TERMS AND CONDITIONS: -

1. You have been appointed and you will be posted at the location discussed during your interview. However, your services will be liable to be transferred from one place /section /department / establishment / branch / site/ office to another either existing today or to be set up in future, anywhere in India or abroad, purely at the discretion of the Management on account of exigencies of work or in the interest of company business, or as per the requirement of the principals etc.
 2. Your Gross emoluments shall be as per the annexure to this offer letter. The component insurance is a group insurance policy applicable to the employee only.
 3. The Company will expect you to work with a high standard of initiative, discipline, integrity efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- You will devote your entire time to the work of the Company and will not undertake any direct indirect business or work honorary or with remuneration except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
 - You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
 - You shall neither divulge nor give out information to any un-authorized person during the period of your service or even afterwards by word of mouth, electronic form, files notes, print-outs, drawings or otherwise, particulars or details of the Company or client/Principal business processes, technical know, security arrangements, clientele, administrative and or organizational matters of a confidential/secret nature, may be your privilege to know by virtue of your being the employee of the Company.
 - You shall keep confidential all the information and material provided to you by the Company or by its clients/principals concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

- You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered or created by you while in our service, and such discovery, invention, creation, process or improvement shall belong absolutely to and be the sole and absolute property of the Company, including any computer programs. If and when required to do so by the Company, you shall at the Company expense, take out or apply for the latter Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, creation, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person persons, firms or companies, as the company may direct as the sole Beneficiary thereof.
 - You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
 - You will be responsible for the safe keeping and return in good condition and order of all the properties & documents of the company its client/principal that may be in your use, custody, care or charge. For the loss of any such property or documents in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction
4. You shall perform all the duties and services as directed by your immediate superior and/or the Company Management. You shall abide by the terms of this employment contract, and the Company Service rules/Standing Orders and bye-laws whilst you are in the employment of the Company.
 5. In case any of the particulars mentioned in your application or certificates are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.
 6. Your service in the Company will be confirmed on receipt of written confirmation from the Company after completion of the probation. Period or such extended period thereof. Such confirmation shall be subject to satisfactory performance and conduct during the probation period, to the satisfaction of the Company Management.

7. In case if you wish to resign from the services, you are supposed to give Sixty (60) days' notice & complete handover of your responsibilities. You will not be relieved from the company till the final clearance from the reporting person. Company reserves the right to hold you responsible if the handover is not complete and can take actions against you as per Company Policy.
- During probation, your service is terminable by the Management without giving any Reason, advance notice or payment in lieu thereof.
 - After confirmation, your service is terminable either by the management or by yourself by giving one month notice or payment in lieu thereof.
 - On your resignation from the services of the Company you will be relieved only after proper handing over of your charges and the properties/documents of the company or its principal/client, lying with you.
 - Your services are liable to be terminated without any notice or salary in lieu thereof for any misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct • in the case of reasonable suspicion of misconduct disloyalty, dishonesty, disobedience, incivility, intemperance or commission of an act involving moral turpitude or any act in-discipline or inefficiency.
 - Your services also can be terminated without any notice or notice pay in lieu thereof, in the event of you become medically unfit to perform your duties or on completion/termination of the contract with the principal/client, in which you have been engaged by the Company.
 - After the termination of your services/resignation from the employment from the Company:
 - You shall not directly or indirectly, either on your own or in conjunction or with the aid of any other person anytime after such termination/resignation;
 - Divulge to any person or entity, by any word of mouth or otherwise, particulars or details of any business or other matters pertaining to ITSource Technologies Limited., which information you may have acquired as an employee of the organization.
 - Canvass or solicit or attempt to canvass or solicit business from any of the customers or clients of ITSource Technologies Limited.
 - Induce or attempt to induce any person employed by ITSource Technologies Limited, to leave the employment of the Company.

You shall be liable for any loss or damage caused to the Company due to any infringement or violation of the above terms. ITSource Technologies Limited., reserved the right to initiate Appropriate action, for any violation of the above terms, against you and any other person aiding or abetting such violation.

8. Grant of earned leave will depend upon the exigencies of work and shall be at the discretion of the management. For availing leave, you will have to apply in the prescribed form to the Management/Manager and seek prior approval for such leave. Similarly, for extension of leave, an application will have to be made in writing before the expiry of the leave originally sanctioned. Mere submission of application will not mean that the leave has been sanctioned.

9. You will devote full time to the work of the Company will not undertake any direct or indirect business or honorary or remuneratory work, during the course of your employment with the Company, without the prior written permission of the Company Management.

10. You may be selected and sponsored by the Company at its own cost, for further training in the company and/or for familiarization training assignments with Company Principals/clients or any other institutions/organizations. You will diligently and beneficially take part in the training and such assignments.
 - Your appointment and continuance in the employment is subject to your satisfactory and loyal discharge of duties and the fixed term project/contract received by the Company from the principal. Your continuance in service of the Company is also subject to your remaining physically and mentally fit. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service.
 - In case of your transfer, you shall report at the transferred place, within time, as per the directions given to you by the Company in that respect, failing which your lien on the job and your services shall automatically come to an end without any notice or notice pay or intimation from the side of the management.
 - You shall be required to sign and abide by the Policy which the Company has at this level and shall undertake to sign such declaration that the Policy may demand from time to time.
 - You will not enter, directly or indirectly, any commercial agreement with the customers, vendors or partners of our Company.
 - You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

- You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company or its customers in your possession at the time of cessation of your employment with the Company. The Company shall be entitled to withhold any dues, payments of any nature whatsoever till all such

Properties or documents and copies thereof as abovementioned, have been handed over to the Company.

- The present designation is subject to change depending upon work assignment from time to time.
- You would automatically retire on attaining the age of 55 years. An extension of your services may however be given at the sole discretion of the Management.
- You are requested to submit the following documents, if not submitted the same earlier.
- Certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
- Two copies of your recent passport size photographs (preferably color)
- Relieving letter from your last employer in case you are/were employed.

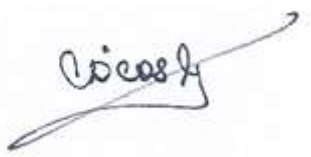
Please sign and return a duplication copy of the contract of employment as confirmation of your acceptance of the above terms and conditions & also the term of Company Service Rules.

We look forward to your joining the ITSource family and hope for a long, successful and pleasant association.

Thanking you.

Yours sincerely,

For **ITSOURCE TECHNOLOGIES LIMITED.**



Authorized Signatory

GROSS EMOLUMENT SHEET		
Monthly Component	Monthly	Yearly
Basic	9445.00	
HRA	472.00	
Advance Bonus Pay	787.00	
Other Allowance	6.00	
Gross Salary (A)	10711.00	128532.00
Deductions		
PF Employee Contribution	1133.00	
ESIC Employee Contribution	188.00	
Personal Accident (2 Lac's P.A)	96.00	
Professional Tax	200.00	
Total Deductions(B)	1617.00	19404.00
Net Salary(A-B)	9094.00	109128.00
Retrievals		
PF Company Contribution	1227.00	
ESIC Company Contribution	509.00	
MLWF	6.00	
Total Retrievals (C)	1742.00	20904.00
CTC(A+C)	12453.00	149436.00

NOTE: Above insurance policy which you will be entitled is an individual group Mediclaim & PA insurance policy.

DECLARATION

I hereby declare and affirm that I have carefully studied and understood the terms & conditions and policies. I undertake to abide by the said terms and conditions.

Name: Mr. Hitesh Ajit Mhatre
Designation: Network Engineer L1
Date of Join: 04/03/2019



Authorized Signatory
Date: 08/03/2019

Acceptance by the Employee
Date: 08/03/2019