

December 24, 2021

RE: LETTER OF OFFER OF EMPLOYMENT – Associate

Dear Nagireddy Satya Chaitanya,

Following our recent discussions, we are delighted to offer you the position of **Associate** with Our Organization. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

You will be serving at CELZENE IT or client location with a Salary of Rs.5,00,000/-per annum after probation period which will be for a period of four months where the employee will get a fixed Salary of Rs.20,000/- per month. Post successful completion of probation period employee will be assigned for a project and salary may increase as per the performance during probation period

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

Joining Date: DECEMBER 27, 2021

You are requested to report at our office situated at,

Address: 4TH FLOOR AWFIS NHEIGHTS , HI-TECH CITY, Hyderabad- 500084..You are requested to return the duplicate copy of this offer and confirm your acceptance.

Also please carry with you a photo identity card that you have (Passport, Voter ID, and Driving License) to be produce at the time of joining.

We are happy to welcome you to CELZENE IT Services Pvt Ltd.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.



CELZENE IT Services Pvt Ltd
HR-Manager
Jyothi Singh

EMPLOYMENT TERMS AND CONDITION

Your annual CTC will be Rs. 5,00,000/- **per annum**, inclusive of Basic and other allowances per year, subject to deduction of any statutory or other deductions and detailed breakup of CTC is given below:

Salary Head	Per Month (In Rs)	Per Annum (In Rs)
BASIC	20834	250008
HRA	10417	125004
CONVEYANCE	2500	30000
MEDICAL	2850	34200
MGT. ALLOWANCE	5066	60792
C.T.C	41667	500004

The Management is further empowered to re-structure your salary at any time in future at its sole discretion.

2. COMPENSATION PROGRESSION:

Future increase in your compensation and future prospects in the company shall entirely depend on your efficiency, hard-work regularity in attendance, sincerity, good conduct, company's performance and such other relevant factors as adjudged by the management. Generally, employee's performance is reviewed once a year. Any action arising out of this review is solely at the discretion of the management.

3. MEDICAL & VERIFICATION:

Your offer is subject to:

You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and you're continuing to remain medically fit. The Management has the right to get you medically examined by any Certified Medical Practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

in case particulars mentioned in your application are found false, not authentic or without documentary proof, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

4. POSTING:

Initially posting will be at Hyderabad. However, during employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments of the Company existing or to be set at any other location in India or abroad, without any additional remuneration.

5. PROBATION / CONFIRMATION:

You will initially be on probation for a period of 3 months, which may be extended or reduced at the sole discretion of the management. During the period of probation, the offer is terminable by the company with prior notice of reason. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be probation.

6. TERMINATION OF PERMANENT SERVICE:

You will automatically retire from the service of the company on attaining the superannuation age of 58 years.

if you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you:

- i. Return to work within 5 days from the commencement of such absence and
- ii. Give an explanation to the satisfaction of the Management regarding such absence.

In the event of any misconduct, the Company reserves the right to take appropriate disciplinary action as it may deem fit.

After confirmation, either party may terminate the employment by giving to the other one months' notice or payment of salary (Basic) in lieu thereof.

7. GENERAL:

You may be selected and sponsored by the Company for familiarization/training assignments with the Company's Technical Collaborators or any other Institutions/Organizations in India or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you.

The service rules and regulations including conduct, discipline and administrative orders will cover you and any such other rules or orders of the company that may come in force from time to time.

Your date of birth mentioned in the Matriculation / Higher Secondary Certification will be deemed to be the conclusive proof of your date of birth.

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 and/or Power of Attorney issued to you and also any property / material of the company in your possession at the time of cessation of your employment with the company.

Your compensation structure can be restructured at any time protecting the gross salary. You are required to submit the following documents, if you have not submitted the same earlier;

- 1) Certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials in order together with copies thereof.
- 2) Five copies of your recent passport size photographs colored-with a blue background (not lighter than sky blue and not darker than sea blue).
- 3) Relieving letter from your last employer in case you were employer.
- 4) Copy of the last pay slip issued by the previous employer.
- 5) Copy of the letter of resignation duly acknowledge by your previous employer.

8. DUTIES AND RESPONSIBILITIES:

The company will expect you to work with a high standard of integrity, initiative, efficiency and economy.

You will devote your entire time and attention to the work of the company and will not undertake any direct / indirect business or work, honorary or remunerator 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 disclose to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the company's employee.

You shall keep confidential all the information and material provided to you by the company or by its clients 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 us forthwith any discovery, invention, process or improvement made or discovered by you while in the Company's service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the company's expense, take out or apply for the Company's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and do all instruments, acts, deeds and things, which may be required by the Company for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in the Company's favour or in favor of such other person or 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 shall abide by code of ethics / conduct of the company as existing from time to time. You shall be fully responsible for timely compliance of all applicable statutes, laws, rules and regulations, procedures of central / state government, semi-government, autonomous / appropriate authorities/bodies and institutions that may be required by you position at any given point of time. This inter-alia shall include:

- I) Keeping yourself aware and updated on all applicable statutes, laws, rules, regulations and procedures as above.
- II) Ensuring proper implementation of all applicable statutes, laws, rules, regulations and procedures etc.
- III) Timely filing of all returns/documents/information/particulars to concerned authorities.

- IV) Maintaining all records/proof as required under the applicable statutes, laws, rules, regulations and procedures etc.
- V) Taking any other actions that may be required for compliance of applicable statutes, laws, rules, regulations and procedures etc.
- VI) Keeping the management apprised of the compliances made with proof in support thereof.

You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to access 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.

Please note that your compensation package is strictly personal and confidential to you and you are therefore advised not to divulge the same.

ACKNOWLEDGEMENT OF ACCEPTANCE:

I read and understood the above terms and conditions and hereby signify my acceptance of the same.

Signature

:Name:

Date: