

Ref. No.CS/OFF/2021/331

February 16, 2021

Mr. Aasim Faiz  
Emp ID: CS331  
New Delhi

Dear **Aasim**,

**Subject: Letter of Offer**

This has reference to your application for employment in our company. After the rounds of screening, we are pleased to appoint you on a contractual basis as **'Agent (Level-1) – Traditional'** in our organization at our **Office in New Delhi** on the following Terms and Conditions:

- Your contract would commence from February 17<sup>th</sup>, 2021 and will be valid for 11 months from the date of joining. You would be performing the services at the client's location on our behalf, until the completion of the terms and assignment. Services rendered during this assignment would be exclusively to the client and such performance shall not be inconsistent with any obligation you may have to other third parties.
- Your duties have been already explained to you in detail, verbally and others will be explained at the time of joining.
- **You shall join our office not later than February 17<sup>th</sup>, 2021.**
- Your total **CTC (Cost to Company)** per month would be **Rs. 30, 000/- (Rupees Thirty Thousand Only)** In case of confusion; you are requested to clarify the same with the HRD prior to joining. TDS Deductions as applicable will be deducted.
- Not engage in any conduct which is detrimental to the interest of the client or CorpGen Services.
- Your employment with the client would be subject to your clean background screening. In case your screening comes out be RED, the letter of offer / employment with the client would immediately stand cancelled."
- During the tenure, you would be following the work timings, safety, rules & regulations as per the requirement of the client. Further, you would be working 6 days a week (Monday to Saturday).
- There is NO separate pay-out for food and transport/cab.s
- Kindly note, under this assignment you shall not receive any kind of payment from the client directly/indirectly until agreed with CorpGen Services.
- Your employment with CorpGen Services is on contractual basis and further this does not define on you being a permanent employee of CorpGen Services upon completion of this contract. Further upon expiry of this contract, depending on the work, either this contract gets renewed or terminated.

- Please understand you must submit the set of documents from Part I on the day of joining (maximum relaxation of 2 working days permitted) and the documents mentioned on Part II should be given to the HRD within the duration of one month of joining, failure to which you may be liable for disciplinary action from the HRD, which may include suspension of services.

### **Part – I (Compulsory Documents)**

1. PAN Card
2. Aadhar Card
3. Address Proof
4. Copies of all educational documents
5. Copies of relieving from all previous organization (If applicable)
6. Copy of cancelled cheque for the bank in which the salary is to be credited (Candidate name should be printed on the cheque)

### **Part – II (To be produced at the day of joining)**

1. All originals for above
  2. 4 passport size photographs
  3. Original of cancelled cheque for the bank in which is submitted at the time of offer (Candidate name should be printed on the cheque)
- Your remuneration is confidential between you and the company and you are obliged to maintain absolute secrecy of the terms and conditions.
  - Except for expiry of the contract with the work assignment, your employment with the Company, the Company will be entitled to terminate your services without assigning any reason, by giving you 1 month of notice in writing or by payment of 1 month basic salary in lieu of such notice. This amount will be payable only if the candidate is confirmed, not otherwise. In the event of your desiring to leave the services of the Company you shall give a month's notice (one month prior to your leaving the company) in writing. Failure to which the amount equivalent to your un-served period with the company will be adjusted in your "Full and Final" settlement.
  - The salary payment would be made latest by 7<sup>th</sup> of every month.
  - You will be entitled to an employer's contribution of provident fund at 12% of basic salary along with ESIC, i.e., if your gross salary is lower to Rs. 21000, the company would deduct ESIC. You will also be covered under medical and accident insurance and will be entitled to all other statutory benefits whichever is applicable during the contractperiod.
  - You shall devote your whole time and attention to your employment with the Company and shall discharge your duties that you undertake not to engage yourself directly or indirectly, with or without remuneration in any other employment, service or calling of any nature whatsoever without written permission from the Company.
  - During your joining/employment with CorpGen Services, if we find any kind of irregularity or insufficiency in the document's submitted, this letter would be terminated on immediate basis.

We at Corpgen Services would like to create an environment and culture committed to corporation, quality and responsiveness that permeates every activity. As a new entrant, we would like you to add value to the company. Kindly have one copy of the offer letter returned to the HR, with signature's on all pages as a token of you being read and accepted all the above terms and conditions. In case we do not receive the copy of the offer letter in 15 days from the date of joining, we would be unable to process the salary further.

Corpgen Services neither accepts any consideration in the form of any cash or kind nor encourages the policy of accepting such considerations by any third parties for providing employment to any prospective candidates. During the tenure of your services, you shall not join or get absorbed into any organization for which you are and/or have previously rendered services.

We hope that this will be the beginning of a long mutually beneficially and satisfying association with our Company and wish you all the best.

Thanking You,

**Best Regards,**

**Corpgen Services**

**I hereby accept the above Terms and Conditions**

**Authorized Signatory**

**Date**\_\_\_\_\_

| Sr. No.               | 1                   |                |
|-----------------------|---------------------|----------------|
| Particulars           | Aasim Faiz          |                |
| Designation           | Agent - Traditional |                |
|                       | Monthly             | Annual         |
| Basic                 | 17,000              | 204,000        |
| HRA                   | 7,036               | 84,432         |
| Medical Allowance     | 1,271               | 15,252         |
| LTA                   | 2,893               | 34,716         |
| Employer PF           | 1,800               | 21,600         |
| <b>Total CTC</b>      | <b>30,000</b>       | <b>360,000</b> |
| Basic                 | 17,000              | 204,000        |
| HRA                   | 7,036               | 84,432         |
| Medical Allowance     | 1,271               | 15,252         |
| LTA                   | 2,893               | 34,716         |
| <b>Total Earnings</b> | <b>28,200</b>       | <b>338,400</b> |
| Employee PF           | 1,800               | 21,600         |
| Employee LWF          | 25                  | 300            |
| <b>Net Salary</b>     | <b>26,375</b>       | <b>316,500</b> |

\*The TDS calculations would be made by company when applicable.

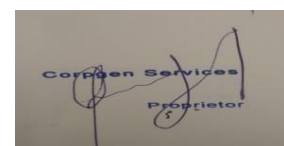
## **EMPLOYEE NONDISCLOSURE AGREEMENT**

FOR GOOD CONSIDERATION, and in consideration of being employed by Team Lease Services Ltd. (Company), the undersigned employee hereby agrees and acknowledges:

1. That during the course of my employment there may be disclosed to me certain trade secrets of the Company; said trade secrets consisting but not necessarily limited to:
  - a) Technical information: Methods, processes, formulae, compositions, systems, techniques, inventions, machines, computer programs and research projects.
  - b) Business information: Customer lists, pricing data, sources of supply, financial data and marketing, production, or merchandising systems or plans.
2. I agree that I shall not during, or at any time after the termination of my employment with the Company, use for others, or myself or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.
3. That upon the termination of my employment from the Company:
  - a) I shall return to the Company all documents and property of the Company, including but not necessarily limited to: reports, manuals, correspondence, customer lists, computer programs, and all other materials and all copies thereof relating in any way to the Company's business, or in any way obtained by me during the course of employment. I further agree that I shall not retain copies, notes or abstracts of the foregoing.
  - b) The Company may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.
  - c) This agreement shall be binding upon me and my personal representatives and successors in interest, and shall inure to the benefit of the Company, its successors and assigns.

Signed the \_\_\_\_\_

Mr. Aasim Faiz



(Signed by HR Dept.)