



Date: October 09, 2023

Mr. Kishore Kumar G,
#49,/398,1st cross, 3rd main road,near Mariyamma Temple,
Maruthinagar,Jaibheemnagar,Madivala,
bommanahalli, Anekal, banglore,Karnataka-560068

Employee Code: 104220

Appointment Letter

Dear Mr. Kishore Kumar G,

We, the **Caspian Management Services LLP** ('**Employer**'), are pleased to offer you provisional employment in the position of '**Smartcare Direct Sales Representative**' ('**Employee**') in our organization beginning on **Monday 09th October,2023** (job location: Attibele (Bangalore)). This letter describes the terms and conditions of your employment on contract basis. Your employment is subject to satisfactory completion of background and reference checks, the absences of any bars or restrictions on your employment with the Organization and your acceptance of following terms and conditions:

1. By assuming the position of '**Smartcare Direct Sales Representative**' you shall render services to our Client - **Asian Paints Limited** (hereafter mentioned as '**Client**')
2. Your offered contract will be for One year from the date of joining/assuming duty at the location / premises designated by the Client and shall be in accordance with the instructions received by you from us or any other authorized person from Client and will be bound by our rules and regulations.
3. Based on your performance or continuance of Client project, your contract with us shall be extended or will be terminated, as the case may be and the same will be intimated to you from our office.
4. Termination
 - (a) Save and except expiration of this Offer letter either by completion or expiry of contract period as stated herein above or its extended term thereof,
 - (i) The Employee may at any time terminate this Offer Letter and his employment by giving not less than 30 days written notice to the Employer, and
 - (ii) The Employer may terminate this Offer letter and the Employee's employment at any time, with 30 days written notice or payment in lieu of notice, provided however the Employer will be entitled to terminate your employment at any time, without notice, for sufficient cause, including but not limited to misconduct and/or gross negligence.
 - (b) Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Caspian Management Services shall promptly settle all your dues after making the applicable deductions.
 - (c) The Employee agrees to return any and all property belonging to the Employer and the Client at the time of termination.
 - (d) Unless your employment with Caspian Management Services LLP is extended pursuant to the Cl.3 hereinabove, your employment with Caspian Management Services LLP will be terminated upon expiry of this Offer Letter or its sooner determination thereof.
 - (e) During the tenure of your employment with us, if you are indulged in any other business activities directly or indirectly which is connected to monetary benefits, you are liable to pay such benefits or loss of business to our client and shall be terminated without prior intimation from our end.
5. Any dispute between you and Caspian Management Services LLP shall be referred to a sole arbitrator appointed by the Caspian Management Services LLP at its absolute discretion and the decision of the Arbitrator will be conclusive and final and shall be binding on the Parties hereto.

This Offer Letter shall be governed by the laws of India and competent courts at Cochin shall have the exclusive jurisdiction.

6. Details of your salary breakup will be as per the Annexure-1 annexed hereto and shall constitute the Employee's entire entitlement without exception.
7. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution.
8. You will be entitled to consider for a bonus under the Company's bonus scheme on completion of twelve months (one year). The decision as to whether to pay a bonus and the amount of any bonus, are entirely at the Company's absolute discretion. The Employee will not be entitled to be considered for a bonus if he has left the employment of the company or is serving out any notice given by him or by the company to terminate his employment at the date when any bonuses are in fact paid.
9. **Non-Submission of Required Documents for Enrollment in the EPF/ESIC Scheme:**
 - I hereby declare that I am completely aware of the potential risks associated with the non-submission of mandatory documents to my employer, M/s Caspian Management Services LLP, for completing the registrations under the EPF and ESIC schemes as per the employment policy.
 - I acknowledge the fact that, due to the non-submission of mandatory documents from my end, my employer won't be in a position to complete my joining formalities and the inclusion of my family members in ESIC schemes as prescribed by the law of the land.
 - I declare and confirm that I am solely responsible for my inactions, and my family or I won't be held responsible by my employer, M/s Caspian Management Services LLP, for any potential risks post-joining duty or after separation of services.
10. You shall accept the letter of appointment within 24 hours in writing, failing which then Appointment letter will be revoked without any written communication with immediate effect.
11. During your employment with Caspian Management, if we find any irregularity or insufficiency in the documents submitted by you, this Contract Offer Letter shall stand cancelled/revoked and your employment with us will be terminated with immediate effect.

Please acknowledge and return the copy of the Offer Contract Letter enclosed herewith, after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of Contract Offer Letter.

In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your acceptance of first month salary from Caspian Management Services LLP will be taken as conclusive proof of your acceptance your assignment at Caspian Management Services LLP in accordance with the of terms and conditions hereof.

The detailed letter of Appointment with terms and conditions will be issued post completion of probationary period of 21 days of your working at Client premises / locations assigned to you on the date of joining/ assuming duty.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For Caspian Management Services LLP



Authorized Signatory



Accepted and Agreed

Name: Kishore Kumar G

Mobile: 74119 76188

**Salary Annexure**

Employee Name: Kishore Kumar G,

Sr. No	Component	Amount
1	Basic	15000
2	HRA	9190
	Gross Salary	24190
3	PF @ 12%	1800
4	ESI @ 0.75%	0
	Approx. Net in Hand	22390
	CTC	
5	PF Cont. Employer @12%	1800
6	ESIC Employer @ 3.25%	0
	Monthly CTC	25990
	Annual CTC	326880

- * Professional Tax as per eligible slab will be deducted along with the monthly payout.
- * Leave Encashment & Bonus will be eligible as per company policy.
- * Travel Reimbursement Approval based on client Manager Clearance.