

To,

Sachin,

# 37, Kamarajarnagar  
Tiruppur road, Kangayam  
Tiruppur, Tamil Nadu - 638701

**Dear Sachin,**

We are pleased to offer you the position as “**Sales Executive**“ in our organisation subject to the following terms and conditions get out below.

**1: Designation:**

Your designation will be **Sales Executive** with Technoland global solutions llp (“The Company”). In this position you will report to the assigned manager

As an employee you will be required to serve in Bengaluru office of the company or work from home due to the extraordinary situation created by the Covid 19 pandemic. The same will be communicated to you by the assigned manager

**2: Date of commencement and Probationary period:**

- A. Your date of commencement of employment with the company will be from 29<sup>th</sup> of August 2022. Please report to the undersigned on that day at the given address or the same will be commenced based on virtual interaction or login as specified by the undersigned
- B. There will be a 6-month probationary period during which you will be given objectives to achieve. Upon satisfactory completion of the probationary period, you will be considered a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the termination of your employment upon 30-day notice.

**3: Duties:**

- A. As an employee you shall devote all your time, attention and skills to your duties of employment. You shall faithfully and diligently perform duties that are assigned to you on an hourly, daily and weekly basis by your assigned manager or a any other person of authority within the company.
- B. You shall be bound by the policies and procedures of the Company communicated to you which shall inter alia include provisions relating to

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- Engage in, whether as a principal, partner, director, officer, agent, employee, consultant or in any other capacity, whatsoever, or have any direct or indirect ownership interest in, any business of the Company.
  - Provide services to, any other business or organizations where this is, or is likely to be, in conflict with the interests of the Company or where this may adversely affect the efficient discharge of your duties.
- C. You must not during the subsistence of your employment with the Company and for a period of twelve months immediately following the termination of your relationship with the Company for any reason, whether with or without cause, at the option either of the Company or yourself, with or without notice, undertake to directly or indirectly. Induce, or solicit, or entice or procure, any person who is in the employment of the Company, independent contractor or consultant to leave the Company's employment or other working arrangement; or
- D. Be personally involved to a material extent in (a) accepting into employment or (b) otherwise engaging or using the services of any person who is an employee of the Company; Solicit, contact, interfere with, do business with or endeavor to entice away from the Company any person or entity who is, or was a customer or client of the Company or was a prospective customer or client of the Company and with whom you had contact.
- E. You agree and acknowledge that the restrictions contained above are reasonable and necessary for the protection of the legitimate interests of the Company and that the compensation paid to you by the Company includes consideration for complying with the restrictions contained in the above clause.

**4. Service Rules:**

You will be governed by the rules of the Company, on all matters not specified herein. You will be bound by all rules, regulations and orders as framed or amended, by the Company from time to time in relation to conduct, discipline, leave, retirement and any other matter.

**5. Notice Period:**

- a. During your probation period, you shall be liable to give one month notice to the company before your resignation, failing which the company is entitled to recover / retain one month's salary in lieu of the notice period. During your probation period, the company may terminate your service without giving any notice or compensation in lieu thereof to you.

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- b. Upon the confirmation of your services in the company, both the parties hereto are liable to give a one-month prior notice before terminating the Agreement or a month's salary in lieu thereof. If the termination of services is due to disciplinary or attendance issues, the company may terminate your services without any prior notice or compensation.
- c. In case of resignation at any point, the company reserves the right to not accept salary in lieu of notice and you may be required to fulfill the entire notice period to qualify for your final relieving paperwork.

#### **6: Attendance & Working Hours:**

You are required to work 5 days a week (Monday – Friday) with a daily requirement of 9 hours and 30 mins of login on the clock(“Shift”). During shift you are entitled for 1 hour break which can be taken based on your requirement.

Working days and hours are subjected to change based on the requirements of the company however you will be provided notification regarding the same at least 7 days prior by your assigned manager.

Absence for two or more days without prior approval from your manager including overstay of leave will be treated as abandonment of service and can lead to termination without any prior notice or compensation.

#### **7: Leaves:**

You will be entitled to leaves as per Company Leave Policy which is subject to change from time to time as the organization deems fit. You will observe work timings and holidays as applicable.

#### **8: Retirement:**

You will retire from the services of the Company on attaining superannuation age of 58 years or earlier in case you are found physically/mentally unfit to work any longer or for continued ill health as certified by a medical practitioner designated by the Company.

#### **9: Incentives:**

Your eligibility for incentives is based on the project you are selected for and the various parameters set for the particular process. You are eligible to receive monthly, quarterly or any special incentives only if you are in good terms at the time of actual payout date of the designated incentive with respect to:

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- A. Attendance: You are not eligible to receive incentives if you have been issued a warning letter or disciplined at the discretion of your manager for any deficit hours, taking any unplanned leaves and unscheduled leaves and punctuality issues, for reasons not approved by your manager.
- B. Disciplinary Issues / Performance Issues: If you are under Performance Improvement Plan, have warning letters or have any behavioral issues impacting work, your incentives can be withheld.
- C. Resignation: If you have not resigned or served notice period as per the employment agreements. Employees who have been terminated or absconded will not be eligible for any incentives whatsoever.

#### 10. Out of Office Conduct and Interaction with Co-Workers:

The Company respects your right to privacy and your conduct outside is not of our concern unless:

- It affects your performance at work.
- Adversely affects Company's reputation or business interests.

Your interaction with co-workers:

- Outside of workplace.
- Beyond office hours.
- Beyond discussions professional in nature.
- On social media.

Are not our concern. There by any issues arising out of such interaction is not our responsibility. The involvement of the Company in any such cases will be completely at management discretion and the company will not be liable for any loss or damage caused and will not interfere in any legal proceedings further to any instances that have occurred beyond work hours/ on duty outside workplace and/or outside office premise/office transport.

#### 11. Miscellaneous:

- A. Discrepancy with any of your antecedents and credentials would lead to termination of your employment without any prior notice or compensation.
- B. At all times, your appointment shall be subject to you successfully completing the structured training imparted to you.

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- C. By signing this letter, you also hereby confirm that you have never been the subject of any civil or criminal proceedings, nor do you have any criminal convictions against you in India or elsewhere.
- D. The following instances can lead to termination without prior notice, compensation, or papers:
- Lying or misuse of any Company related things
  - Behavioral or any action that causing threat to operations.
  - Resorting to violence or causing physical harm to co-workers.
  - Causing damage to Company property or data.
- E. If found under the influence and/or in the possession of alcohol / drugs during office hours or within office premises, you can be terminated without any prior notice or compensation.
- F. Your conduct at all times should reflect observance of the National and Local Laws and the rules and regulations of the Company as from time to time in effect. If you are found involved in any Criminal controversy or convicted or an offense involving moral turpitude which would bring disrepute to the company, you are liable for appropriate disciplinary action by the management including termination from the services.
- G. Company employees are prohibited from engaging in sexual harassment, retaliation against a person for opposing sexual harassment, or aiding or abetting sexual harassment of any employee. Any charges will be taken seriously and will lead to termination of employment.

**12: Documents:**

At the time of joining, you are expected to submit below documents:

- A. Highest Qualification mark sheet/Certificate.
- B. Relieving letter from previous employer (If employed previously).
- C. Pay Slips for the last three months (If employed previously)
- D. Aadhar Card
- E. PAN Card
- F. 2 Photographs.

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### 13. Remuneration

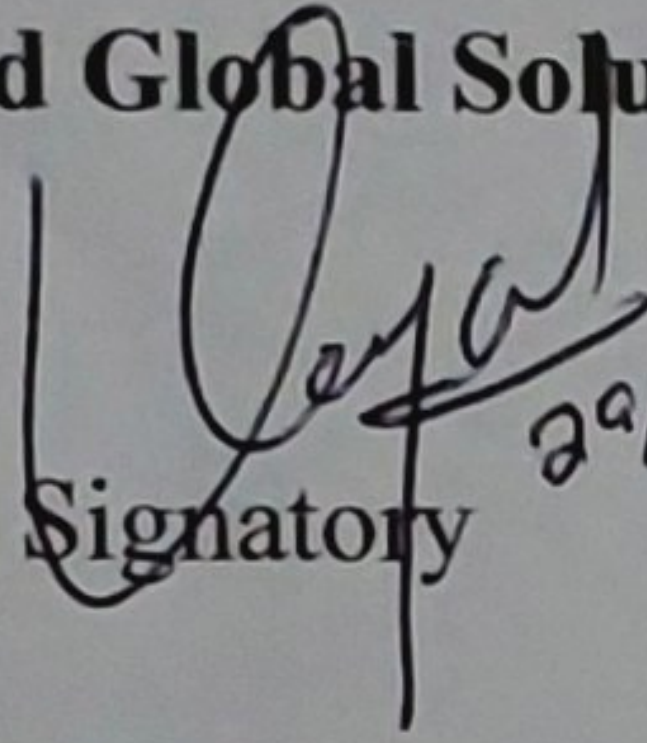
Your gross annual fixed compensation is **Rs 3,00,000** which does not include the statutory deductions and excluding performance-based incentives.

Your individual remuneration is strictly between yourself and your company. It has been determined based on numerous factors such as your Job, skill-specific background and professional merit. This information should be treated strictly personal and highly confidential. At no point will you disclose this information to anyone.

We take great pleasure in welcoming you to Technoland Global Solutions LLP and look forward to a pleasant, long and mutually beneficial association.

**Technoland Global Solutions LLP**

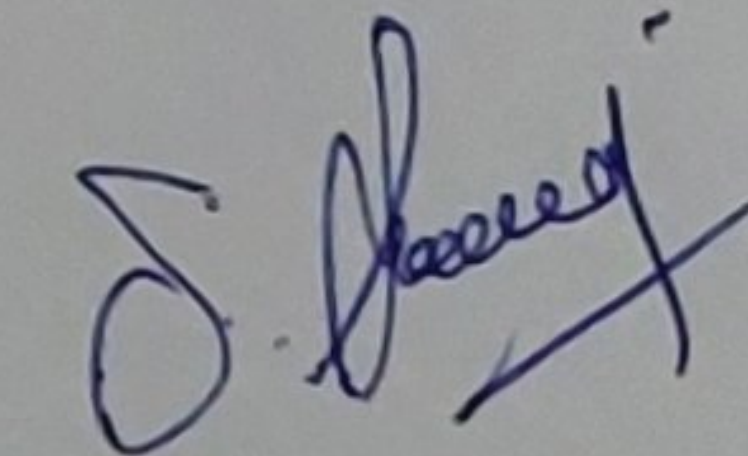
Authorized Signatory

  
29/08/2022

**I have read the above terms and conditions and voluntarily accept the same.**

Date: 29-August-2022

Place: Bangalore



**Employee Signature**