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August 23rd , 2021

Mr. Aditya Khanna
S/O Mr. Lokesh Khanna
H.No .44, Saraswati Vihar,
Jodha Mai Road,Civil Line,
Hoshiarpur,Punjab - 146001

LETTER OF APPOINTMENT

Dear Mr. Khanna,

With reference to your application and subsequent personal discussions you had with us, we are pleased to offer you employment with **Carnation Infotech Pvt. Ltd.** Branch office at 1st Floor Cyber Tower, TC-34/V-2, Vibhuti Khand, Gomti Nagar, Lucknow, 226010 as **"US IT Recruiter - Trainee"** on the following terms and conditions.

TERMS AND CONDITIONS

- 1) That this appointment is effective from **August 13th , 2021.**
- 2) That your salary shall be set out as below:

Salary Heads		Month	Annual
Basic Pay		12,121.00	1,45,452.00
House Rent Allowance (HRA)		4,848.00	58,176.00
Grade/Special/Management Allowance		11,125.00	1,33,500.00
Child Education Allowance		200.00	2,400.00
Leave Travel Allowance		1,010.00	12,120.00
Telephone Reimbursement		1,000.00	12,000.00
Gross Salary (Employee EPF Included if any)		30,304.00	3,63,648.00
Loyalty Bonus	10%	3,030.00	36,360.00
Total CTC -		33,334.00	4,00,008.00

You will also be eligible for performance bonus upto 1,50,000

- Monthly EPF will calculate @rate of 12% of basic (Basic-15000/- Maximum) & TDS implications will be the same as per government rules. If you choose not to enroll in the EPF, then please provide a furnished. Form 11.
- The Company also pays 10% of your salary as Loyalty Bonus for each completed year of employment with the Company. Payments for the Loyalty bonus are calculated for the calendar year on a prorated basis starting from the date of confirmation in the company and paid in the subsequent salary for the month of March. Employee is due for Loyalty bonus only if s/he is in employment of the Company at the time Loyalty Bonus for the specified period is being paid.



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In addition, you will be entitled to all benefits to your scale and grade, as per Company policy, laid down time to time. Your standard work schedule will not be less than 40 hours per week. From time to time, depending on Company's or Company's Client needs, you may be required to work extra hours to complete the deliverable as per the deadlines.

3) That you will be on probation for a four (4) months from the date of your joining. If found necessary probationary period may be extended at the discretion of the management or may be dispensed with earlier either during the probation or the extended period of probation. Unless confirming in writing, you will be deemed as probationer after the expiry of the probation period or the extended period of the probation. During the tenure, if the performance is not up to the mark, the contract will end immediately without any notice or pay.

4) You will be entitled for PL (Privilege Leave) from the date of joining, however you can avail only 1 PL (Privilege Leave) during your probation period.

5) That during the probation period this contract of employment is terminated by **1 month** written notice or on payment of Basic Salary in lieu of notice period on either side.

6) That after confirmation, except as otherwise set forth herein, your services may be terminated by either side by giving two (2) months' working notice in writing, or payment of Basic Salary or notice in lieu thereof. If you are in moral breach of your responsibilities, then your services can be terminated without giving any notice period or Basic Salary in lieu of that.

7) That your services are transferable from one section to another, one department to another, one unit to another or from one job to another or from one location to another location at company's or to any one of the company's subsidiaries or associates presently existing or which may be set up/acquired in future in India or abroad at the same term and conditions of the service or at more favorable terms and conditions at the sole discretion of the Company.

8) That you shall not absent yourself from your duties without any information, permission and sanction of the authorized official of the management and in case you do so, the same shall amount to contravention and thus repudiation of your this employment contract and you shall in that case lose your lien on your employment with the management.



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9) That this appointment will be subject to your being found medically, physically and mentally fit by the company's Medical Officer or a Medical Officer not less than a rank of DMO. You may be require at any point of time during your service to appear for medical check-up. If you are not found medically fit, you may be discharged from your services at any time by giving you one month's notice or salary in lieu thereof.

10) That you may be required to undertake travel on company's work as and when required. In case of such travel on company's business, you will be entitled to applicable travel expenses in accordance with the company's policies from time to time. In case you are nominated and sent for overseas training, the terms and conditions of which shall be binding on you.

11) That you will be bound by the service rules, regulations and instructions/orders promulgated by the company from time to time in relation to conduct discipline, medical, compensation and any other matter as though these service rules, regulations and orders were a part of this contract of employment.

12) That this appointment is subject to verification of your academic/technical qualifications, and other antecedents including previous experience, mentioned and declaration given by you in your application for appointment. In case the same is found to be false or incorrect, presently or any time in future or you are found to have willfully suppressed any material information, you will be liable to removal from services without any notice or payment and the appointment shall be considered null & void notwithstanding anything contained in this letter of appointment.

13) That while in the employment of the Company, you are in no way allowed to be employed in any other Company on a temporary or part time basis or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior consent of the Company.

14) That the position held by you is of a strictly confidential in nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Company. You shall be liable for prosecution under relevant laws, if you won't abide with the same.



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15) That subject to the other terms of this letter of appointment, you agree to enter into a service agreement with the Company for a period of at least 24 MONTHS from the date of your completion of training into the services of the Company, else need to pay 70000/- training cost.

16) That you will be automatically retire from the services of the Company on attaining the superannuation age of 58 years or earlier for physical or mental disability or infirmity or for continued ill health duly certified by the authorized medical authorities. Extension, if any, may be granted by the Company at its sole discretion on year to year basis.

17) That for all purposes, address of communication provided at the time of joining will be considered final one. Any change of address of communication should be intimated to Company within three (3) days of such change. All communication sent on such address shall be presumed to be served.

18) Kindly sign and return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein in the language you understand.

**Yours sincerely,
For Carnation Infotech Pvt. Ltd.**

Vaibhav Prakash

**Authorized Signatory
(AGM- HR & OPS)**

I, Aditya Khanna, hereby state that I have read and understood in the language I understand all the above terms and conditions of my employment. I agree to abide by them in toto.

Name:

Signature:

Date:

Govt. ID: