

March 25, 2021

Mr.Chetan Choudhary,  
Sohagpur Betul,Sapna Bandh

Dear Chetan,

**Congratulations!** After speaking with numerous applicants for this role, we are truly pleased to offer the position to you. Your selection is based on your accomplishments, experience and skills you possess that we value and embrace. We hope that you are equally pleased by this news and eager to get started on your new career at Osswal Infosystem, where we work every day to make the impossible possible. Your journey to becoming an integral part of our aspirational team begins today. Welcome!

**1. Commencement and Duration**

Your employment will commence with effect from **March 25, 2021** for 2 years  
The Employer reserves the right to amend the term of employment  
should be deemed necessary.Any such amendment shall be shared /  
communicated / provided by Employer to you in writing.

**2. Role Details**

You will be appointed as, **SAP Functional Consultant** . In this role you shall report to  
**Funtional Head**.You will be expected to work from the following Osswal Infosystem Pvt  
Ltd, however this is subject to change as necessary for this role. You may at any time be  
required to work at another location on a temporary or permanent basis dependent upon  
the requirements of the role with as much notice as reasonably possible.

### 3. Remuneration

You will receive an **Annual Total Gross Salary (TGS) INR 120000 (Rupees one lakh two Thousand Only)**, taxes as applicable.

4. Employer will deduct from the total remuneration such amounts as are required to be deducted as source under the Income Tax Act or any other law for the time being in force in India. You will be paid monthly in arrears by bank transfer to the nominated Bank Account.

### 5. Benefits

*Annual Leave:* You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion.

*Holidays:* You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site you must follow holidays observed by customer.

### 6. Work Hours

Your working time shall generally be 47.5 hours per week and the general shift daily working hours are from 9:30 to 18:30 including half hour of lunch break. You should however be aware that you can be required to work in different shifts as per Osswal policy to such an extent as the position requires.

### 7. Accountability & Ownership

- 7.1 You should perform such duties and confirm to such directions and instructions as may be assigned to by the Employer or by such officers who are placed in authority over you. The management will be within its rights to allot any additional jobs within your department or in any other department. Employer expects you to take complete accountability & ownership within the team and the business.

### 8. Personal Data

As a part of your employment and for any legitimate purpose associated with employment, Employer will keep and process your personal information including sensitive data. Employer maintains, to the best of its knowledge and belief, appropriate precautions to ensure the security and confidentiality of your personal information. This data will only be made available to authorized persons within the



Employer, parties providing services to the Employer (such as benefits and payroll administrators), regulatory authorities and as required by law. The Employer may, as appropriate, transfer such data to and from any of its associated companies. You will have the right, with limited exceptions, to access and, if necessary, update the personal information held. To make sure that the records are kept up-to-date and to adhere the local compliance, you should immediately inform the Human Resources in writing of any changes to personal details or circumstances such as contact address, contact number, academics, family and dependents information. Any communication or notice required to be forwarded to you will be made to the address in the official records.

## **9. Exclusiveness**

10.1 You will be on an exclusive employment of the Employer and will not engage alone or in company with any other person in any work or business similar to, or directly in conflict with, the interests of the Employer in any manner.

## **10. Termination of Employment**

Your association with us is crucial and any separation without notice on your part would cause irreparable damage to the company. During the period of your employment, by giving a written notice of two months or salary (basic salary) in lieu thereof your services may be terminated, by either side. In the event you have any incomplete assignment; company will have the discretion to relieve you only at the end of two month notice period. However, at any point of time, your services may be terminated by the Company with immediate effect for any of the terms and conditions is found to be violated and /or for any disciplinary reasons at any time without notice or payment in lieu thereof.

Employer and Employee are obliged to give the notice as a written notification. In conjunction with the termination, you must immediately deliver to the Employer all working material which you have produced while in employment, copies thereof and all other material related to the Employer, which you have in your possession. The same applies to work tools which the Employer has provided to you with, such as cellular phones, laptops etc

Employer has the right to terminate the employment with immediate effect in case of breach of company policy or gross misconduct by you, OR if you are absent from work for 10 or more working days continuously without leave/authorization from the Employer and/or without sufficient reason, it will be presumed that you have voluntarily given up the employment in the company and your name shall be removed from the payrolls / other records of the company from the start date of



your absence.

## **11. Superannuation**

12.1 Unless terminated earlier for any reason, you will retire from the services of the Employer on attaining the superannuation age [58 years], for this purpose the official record of you date of birth available in Employer records will be treated as conclusive proof of your age.

## **12. Dispute**

13.1 Employer & you have agreed, disputes relating to the employment shall always be settled in accordance with the laws of India and the courts of Indore shall have the jurisdiction.

## **13. Conditions on Employment**

At all times, you shall be governed by such service conditions of Osswal Infosystem, as may be in force from time to time. You will also carry out and abide by any instructions, Code of Conduct, office orders and policies & processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions. Your continuation in service will also be subject to satisfactory background verification of your credentials, testimonials, etc., and the details given by you in your application form as per the declaration solemnly affirmed by you therein. Your services shall be terminated without notice if at any time you have been found to have concealed any material information or to have given any false information.

You must sign the standard Non-Competition & Non-Disclosure Agreement. Employee(s), whose spouse(s)/partner(s) or immediate family member(s) is/are part of competitor companies, with Osswal Infosystem, shall have more obligations to maintain Osswal information in Confidence since they are privy to some highly sensitive business information that shouldn't be shared with competitors. The employee is obligated to keep osswal informed about the company in which his/her spouse/partner/immediate family member (Parents/Siblings/Children) is/are working, when there is prima facie conflict of interest, by writing to HR-Policy@Osswalinfo.com.

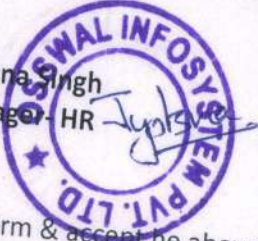
You must submit the following documents before the date of joining in Quest Global Onboarding portal:

- a) Academic Certificates [Mark Sheets of X, XII, Diploma, Graduation, Post-Graduation]
- b) Passport Photo Copy
- c) Passport Size Latest Photographs (2)
- d) Salary Certificate & Service Certificate from Past employers
- e) Relieving Letter from Last Employer.
- f) ID Proof [Driving License, Passport, PAN Card]

g) PAN Card & Aadhar card (Mandatory)

For Osswal Infosystem Private Limited

Jyotsna Singh  
Manager - HR



I confirm & accept the above terms & conditions.

Name :

Place :

Signature :