

Date: 20 July 2022

To,

Mr. Shubham Sethi
K.48/108, Kutuban Shaheed,
Varanasi - 221001

Sub: OFFER - Your Contractual Employment with us as "Engineer - SAP"

Dear Mr. Shubham Sethi,

Further to our recent discussion, we are pleased to employ you on contractual assignment as per the following terms & conditions:

1. Your designation shall be "**Engineer - SAP**" and your place of posting will be at our **GSPL - Comprehensive Pipeline Maintenance**. Your term employment will be of the duration of the project allotted. You shall work faithfully, sincerely, diligently and efficiently to the best of your ability in accordance with instructions of and policies of the Company. You will be governed by the rules, regulations, systems, practices and policies of the Company as are/ may be in force from time to time unless otherwise specifically stated.
2. This employment with us will be on a fixed duration contract basis and will be valid from **25-July-2022** till completion of the project. Unless extended in writing, this employment will stand automatically terminated at completion of the project or on foreclosure of the Project on the date specified by the client. You undertake not to claim any notice period in any of these situations.
3. You are presently assigned at any of our sites located in **Baroda**. However, based on the organizational requirements, the Company may assign you at any of its offices, units or project offices anywhere in India at its discretion.
4. You will report to Project In-charge/ Project Coordinator on or before 25-July-2022 (Joining Date) and will follow the instructions given by him or by any person assigned by him from time to time.
5. Your Monthly Gross is **Rs. 26,004/- (Rupees Twenty-Six Thousand Four only)** exclusive of benefits such as PF, ESIC. Statutory deductions and PT as applicable as per the government rules.
6. All payments shall be subject to applicable taxes.
7. You are expected to adhere to the laid down company/ Client HSE policy and guidelines as per IMS standards. Non adherence of the same will invite disciplinary action. Please note the company is governed by POSH guidelines and you are requested to adhere to the same.
8. You will be on probation for a period of three months from the date of joining and will be confirmed after reviewing your performance. During the probation period the company reserves the right to terminate your services without any prior written notice. However, your services shall be liable to be terminated without assigning any reason but by giving one-month notice. Alternatively, you can resign from the services of the company by giving one-month notice or salary in lieu thereof. This condition is applicable to you in the probation period also. The company is not liable to give a one-month notice period if the termination is on disciplinary grounds / non-performance / rejection by client.

9. You will undertake that for the period of your engagement with the Company and thereafter you will keep strictly confidential all trade secrets and information you acquire from the Company in particular with regard to process, equipment's, drawings and other commercial and technical details and that you will not disclose them to third parties, nor will you make use of them either directly or indirectly for your own purposes or for those of third parties without due authorization. This commitment to secrecy must also be observed in connection with any other companies or business we have interest in. It covers the trade secrets and information of SANMARG Projects Pvt Ltd and other SANMARG group of companies as well as information imparted by or learnt from business partners, it also applies to employees / associates from SANMARG Group of Companies unless such person(s) are authorized to receive such information within the scope of their duties.

10. You are expected not to discuss with or disclose the terms of your employment within the company or outside. This is in line with the spirit of the Code of Conduct as applicable to all associates of SANMARG Projects Pvt.Ltd.

11. You will devote your whole time to the services of the Company and will not undertake any other business or work honorary or remuneratory except with the prior written permission of the Management, SANMARG Projects Pvt. Ltd.

12. This offer has been made based on the assumption that your credentials are in order. In the event any incidents having any bearing on your credentials come to our notice, the same shall be dealt by the Company at its discretion.

13. In all matters not mentioned herein, you will be governed by the rules and practices of the Company prevailing from time to time.

14. This offer and acceptance thereof for the purpose of joining, is irrevocable and any party breaching the contract shall be liable for payment of damages as per provisions of applicable laws for this the Courts at Delhi will have jurisdiction.

15. You are requested to take up your assignment as per the joining date given above and **submit all the documents as mentioned below on or before your joining for verification.** This LOI is subject to the verification of the details provided in the Application form/CV/documents.

- Six recent passport size photographs.
- One cancelled cheque.
- Educational Certificates (10th Onwards).
- Original & Photocopies of Certificates (for verification purpose) and any professional certificates(Mandatory).
- Last 3 months Salary slip, Experience and Relieving letters from your present & past Employer (Mandatory).
- Birth Certificate (Mandatory)
- Aadhar Card copy (Mandatory)
- PAN Card (Mandatory)
- Contact details and ID Proof of Next of kin
- Police verification(Mandatory).
- Medical Fitness certificate certified by a qualified Doctor(Mandatory).
- ESIC card, if applicable

In case you fail to report within the time frame, this offer will stand canceled. This offer will be valid only if you are being found medically fit.

Please sign the duplicate copy of this letter confirming your acceptance of the above and return it to us for office records.

For SANMARG Projects Private Limited



Praveen Chaudhary
Vice President – HR

Annexure

Name : Shubham Seth		Designation: Engineer - SAP	
Salary Components in INR			
Particulars	Amount		
<i>Earnings</i>	Month Salary	Per Annum	
Basic Salary	22,500	270,000	
Special Allowance	1,630	19,560	
Bonus	1,874	22,491	
Total Gross Salary (A)	26,004	312,051	
Benefits			
EPF (Employer Contribution)	1,950	23,400	
Leave Encashment	1,082	12,987	
Total Benefits (B)	3,032	36,387	
Deductions			
EPF Employee's Share	1,800	21,600	
Professional Tax	200	2,400	
Total Deduction (C)	2,000	24,000	
Cost to Company (A+B)	29,037	348,438	
Note:			
TDS and other applicable statutory components shall be deducted on monthly basis as per guidelines.			
Employee has to submit supporting documents for his Investment / Expenses and details of income / tax deduction by previous employer.			