



Date: 11/06/2024

Dear Ruchi Mehta,

Email ID: ruchimehta0301@gmail.com

Contact Number: 8171910220

Subject: Offer Letter

We are pleased to inform you that you have been selected and offered the position of **Customer Delight Manager** at SolarSquare Energy and your Date of joining will be from **10th July 2024** in **Delhi NCR**.

A. Your fixed component will be Rs.5,03,600 (Five Lakhs Three Thousand Six Hundred Only), for which the breakup is as follows:

Compensation Particular	Monthly	Annual
Earnings (Fixed)		
Gross Pay	40,167	482,004
Basic	20,084	241,008
HRA	10,042	120,504
Standard Allowance	4,167	50,004
Special Allowance	5,874	70,488
Employee Deduction		
Employee PF	1,800	21,600
Employer Deduction		
Employer PF	1,800	21,600
Net Pay(A-B)	38,367	460,404
CTC(A+C)	41,967	503,604

Solar Square Energy Pvt Ltd

G-3, B wing, Het Kunj, VP Road, Fidai Baugh Lane, Opp. Vithal Kunj, Andheri (W),

Mumbai – 400 058. [E info@solarsquare.in](mailto:info@solarsquare.in) | [W www.solarsquare.in](http://www.solarsquare.in)

CIN U40104MH2015PTC264250 | GSTIN: 27AAVCS8269F1ZI



B. You will receive an additional amount of Rs. 300/- (Rupees Three Hundred Only) for your sim allowance per month, as mentioned in your CTC.

- The above remuneration shall be subject to tax deductions, income tax, provident fund & other statutory levies, if any. Any outstation travel expenses abiding by the Company policy will be reimbursed separately.
- You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Noncompetition Agreement when you join the employment of the Company.
- Please be advised that the company will conduct a background verification process as per our standard procedures. In the event of any discrepancies found during this process, appropriate actions may be taken.

By accepting this Offer letter, you are also confirming that:

1. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions.
2. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company
3. SolarSquare Energy Private Limited is not liable for any past dues owed by you as part of termination of any previous employments.
4. You are not bringing in any Intellectual Property that you do not have sole ownership of.

1) Probation

You will be on probation for 6 (Six) months from the date of your joining. The probation period is liable to be extended at the discretion of the management.

2) Increments and Promotions

Your career path in the company will depend solely on your performance and your capability. Your individual performance will be reviewed on a regular basis by your managers and by your peers providing the criteria for your increments and promotions.

3) Expenses and Reimbursement

You will be reimbursed necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to submission of bills/tickets or associated documents and approval of the same by the Company.

4) Travel

You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

Solar Square Energy Pvt Ltd

G-3, B wing, Het Kunj, VP Road, Fidai Baugh Lane, Opp. Vithal Kunj, Andheri (W),

Mumbai – 400 058. **E** info@solarsquare.in | **W** www.solarsquare.in

CIN U40104MH2015PTC264250 | GSTIN: 27AAVCS8269F1Z1



5) Medical

Company may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you are unable to deliver the responsibilities entrusted to you.

6) Termination

Considering the nature / confidentiality of the work involved, this assignment is intended for the long term. A termination decision either ways would have significant bearing on the business of the Firm. Accordingly, in case the contract needs to be terminated, there will need to be a minimum notice period of 1 month. It may be noted that in case of termination for cause (defined as fraud, material misrepresentation, gross negligence, etc.), the above notice period will not apply and the firm will take the decision as appropriate.

7) Intellectual Property Rights

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

8) Non-Disclosure and other terms

On separation, you will give up to the firm all correspondence, specification, formulae, books, documents, effect, market data, cost data, record etc. belong to the firm or related to the business and shall not retain or make copies of these items. Sharing the data other than company employees will be consider as fraud.

9) Non-Solicitation

During your employment with SolarSquare Energy Private Limited and for a year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to SolarSquare Energy Private Limited. You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

10) Non-Compete

By joining this company in the designated position, you hereby agree to not engage in any competing activity or business during the course of your employment and thereafter for a period of 6 months after the termination of your employment with the company. This does not however prevent the employee from seeking employment in other Solar companies after termination of employment with SolarSquare Energy Private Limited.

Solar Square Energy Pvt Ltd

G-3, B wing, Het Kunj, VP Road, Fidai Baugh Lane, Opp. Vithal Kunj, Andheri (W),

Mumbai – 400 058. **E** info@solarsquare.in | **W** www.solarsquare.in

CIN U40104MH2015PTC264250 | GSTIN: 27AAVCS8269F1Z1



11) Notice Period

A notice of 45 days is required during your employment with the company by either party to terminate this contract. In subsequent years either party may terminate the contract with a notice period of 45 days. Notice period is considered to start from the point the termination letter is received by the manager. However, when situations warrant, as in the case of breach of policies, the company may decide to terminate the contract with immediate effect. Also, if you fail to serve the notice period, company will have a right to hold the salary or employee should compensate company for remaining period of non-severed notice period.

12) Other Rules and Regulations

During employment you are subject to rules and regulations and policies of the Company, as made applicable by the company and revised at the company's discretion from time to time, irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the company intranet/company manual. You will also be liable to face action from the company if you are found in violation of these

If you choose to accept this Offer letter, please sign the second copy of this letter and share it with us. We look forward to a mutually fruitful association.

For SolarSquare
Energy Pvt Ltd

For,



Neeraj Jain
Managing Director

Ruchi Mehta

Solar Square Energy Pvt Ltd

G-3, B wing, Het Kunj, VP Road, Fidai Baugh Lane, Opp. Vithal Kunj, Andheri (W),

Mumbai – 400 058. **E** info@solarsquare.in | **W** www.solarsquare.in

CIN U40104MH2015PTC264250 | GSTIN: 27AAVCS8269F1ZI