

To,

Hitesh Kumar Pandiya,
H. 59, Krishna Ghati, Hospital Road, Sarada,
Distt. Udaipur, Rajasthan. 313902.

Date: September 04, 2023

Contact No. : +91 9636809784
Email ID : hiteshp024@gmail.com

Subject: Offer Letter

We take pleasure in offering you an opportunity of full-time employment in the position of **Assistant Manager - IT (Quality)**. We are confident that we will mutually be able to build a meaningful and rewarding career for you in the organization.

Should you accept our offer:

1. You will be required to work from IntelliSmart offices in **Corporate, Gurugram** Offices based on the requirement of the company and shall be reporting to the **Senior Manager – Quality (IT)**, or any company designated authority as fixed by the management. Your appointment is subject to a probation period of six months from the date of your joining, which may be extended at the discretion of IntelliSmart. On satisfactory completion of such probation period, your services in the Company will be confirmed by IntelliSmart in writing. During the probation period, either party can terminate the employment contract by giving one month's notice.
2. You are expected to join the Company on September 11, 2023, or such other date as may be indicated by IntelliSmart.
3. The important terms & conditions of your employment have been provided in **Annexure A**.
4. The details of your annual compensation has been provided in **Annexure B**.
5. At the time of joining, you are required to submit copies of the documents as mentioned in **Annexure C**, along with the originals for verification by IntelliSmart.
6. This offer for employment shall be conditional upon and subject to you being declared medically fit during the pre-employment medical check-up as specified by IntelliSmart and upon satisfactory completion of background checks including but not necessarily limited to review of education records by IntelliSmart. This offer letter will be valid subject to satisfactory reference check and will stand null and void for any past or current issues such as integrity issues, performance related issues, theft, fraud, or any regulatory pending investigations etc. that are made known to IntelliSmart about you during the reference check process, which was not brought to the attention of IntelliSmart or its representatives by you prior to signing of this contract. Reference checks will be done post the offer acceptance.
7. This offer shall remain open and valid until the expected date of joining as mentioned above. This offer will stand automatically withdrawn and revoked, should you not join the services of the Company on or before the joining date.



Hitesh
6/9/2023

You are requested to sign a copy of this offer letter and enclosed Annexures A, B & C by initialing each page on the right-hand corner to indicate your acceptance of this offer at the earliest. Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys, and accountants, for seeking their advice) without IntelliSmart prior written consent. Your salary and benefits are confidential, and you should refrain from discussing it with other employees of IntelliSmart.

Sincerely yours,



Avtar Singh
Head - HR

For INTELLISMART

Witem
6/9/2023

ACCEPTANCE

I, Hitesh Kumar Pandiya, acknowledge that I have read, understood, and accept this offer and the terms & conditions contained in the attached annexures. I agree to join IntelliSmart latest by September 11, 2023. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Date: 06/09/2023

Signature: Hitesh

B