



Ref No: SNPL/GETOFR/SS-AR/013

Date: 1st July 2020

Private and Confidential

Dear **Mohan Raj G,**

This is in reference to your application seeking career opportunities with Nauvata Engineering and your subsequent discussions with us. We are pleased to offer you the position of "**Graduate Engineer Trainee**".

The terms and conditions governing your employment are as follows:


Your total compensation per month is Rs. 35,000/- (Thirty five thousand only). Please refer to Annexure - 1 for the detailed break up of your compensation.

On successful completion of 6 months and 18 months from the date of joining, you will be entitled to revised compensation based on your performance. Details of which will be given to you accordingly.

You are requested to report at our Bangalore office on **1st July 2020**. On your joining date, please bring the originals of the documents mentioned in Annexure-2 for verification. Photocopies of the same will be retained for our records purpose.

Conditions of hire

1. You will be in posted in our Bangalore office. The company may at any time depute, lend or transfer you to any of its departments, affiliates, subsidiaries, associate companies or clients in any other location in India or abroad. Consequent to such transfers, you are required to abide by the rules and regulations pertaining to that company and location.
2. You may be required to travel on Company work to Offshore Installations. You shall be paid allowance accordance to your grade and be reimbursed expenses as per Company policy prevailing at that point.
3. Your individual remuneration is strictly confidential between yourself and the Company. You are obliged to maintain absolute secrecy of terms and conditions.
4. The benefits as outlined herein and any of the terms and conditions of service may be modified or changed at the Company's discretion and the same will be notified to you.
5. You will be entitled to leaves in accordance with the Company's Leave policy as applicable from time to time.
6. You are not authorized to take up any consultancy work, represent any other company in any forum, and become a member board of directors of any other company or any other assignment with another company without the written permission of the company.


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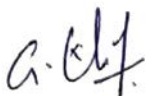
SBM Nauvata Private Limited

CIN: U74200KA2019FTC125717

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www.sbmnavvata.com

7. In accordance of the companies Act 1956, you are requested to disclose your relations or business connections, if any, with the directors of the company.
8. It is your responsibility to notify the Company of any changes in your personal information within three working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
9. All employees are required to read and comply with all the rules & regulations and Code of Conduct guidelines. You will abide by all the rules & regulations of the Company and Code of Conduct Guidelines. Any breach of the rules & regulation and Code of Conduct Guidelines may result in termination of your services without notice or compensation.
10. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation. Your appointment is contingent upon verification of your education details.
11. You will be responsible for the safekeeping and return in good condition all the company property, which will be in your use, custody or charge. Upon your resignation from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties)
12. You are required to follow the following norms:
 - I. Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the company.
 - II. Practice high level of professionalism in business etiquettes, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct inside and outside the organization.
 - III. Besides, you shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards.
13. In the course of your employment with Company, you shall not, without the written consent of Company engage in the collection and donations for any trust / organizations/ institutions for charitable work or any other purposes from any person or organization with whom you come into contact or have dealings with in the course of employment with Company.
14. Confidentiality & Intellectual Property
 - I. During your employment with Company and at least for a period of one year thereafter, you will not transmit, disclose or otherwise use confidential information related to Company, to an unauthorized person, except as may be required in the course of discharging your duties in connection with Company's business.

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- II. Confidential information includes, but is not restricted to, Company's client names, the nature of our projects and all other technical and client related information. This information is not to be divulged to anybody.
- III. Information pertaining to Company operations and intellectual property is confidential and you will sign a Confidentiality and Non-Disclosure Agreement with the company at the time of joining.
- IV. You will not utilize or divulge to any person or persons any of our trade secrets or confidential information.
- V. All Design/Drawings/Engineering activities developed by you and/or by the team, of which you are a part, shall belong exclusively to the company. The company has the exclusive right over the intellectual property.

15. Communication

- I. Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions, which you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions.

16. Timings

- I. Company's office timings are as, per SBM Nauvata Employee Handbook. Weekly holidays are Saturday and Sunday. You shall have no objection to work on shift/staggered duty in case business warrants that.

17. You will be required to sign a training agreement within 7 days of joining the company. Please refer for Annexure 3 for the copy of the training agreement.

18. Termination of employment both sides

- I. During the service period of first 24 months you or the Company may terminate your service at any time by giving 7 days' notice or gross salary in lieu thereof. However this is subject to the conditions of the agreement in Annexure 3.
- II. After the service period of first 24 months you or the Company may terminate your service at any time by giving 30 days' notice or gross salary in lieu thereof.
- III. Due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.
- IV. During the service period of first 24 months, if you are absent for a continuous period of 7 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice and you will be subject to the conditions of the agreement in Annexure 3.

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19. Non-competition/non-solicitation - In the event that you leave the company either initiated by yourself or the company, you will not directly or indirectly be responsible for recruiting any member from SBM Nauvata Pvt. Ltd. for a period of twelve months commencing from the last day of your employment with the company.

This letter supersedes all other communication or commitments, if any, made during the selection process.

Welcome to the SBM Nauvata Family and we wish you a long and fruitful career with us.

For SBM Nauvata Private Limited

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Ankur Maheshwari

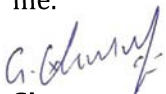
Manager -Human Resources

To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in on all the pages & in the space specified below and return the signed copy to the Company.

Your appointment will be effective on your joining date. If you do not confirm your acceptance within 7 calendar days from date of offer letter, this offer will be withdrawn. Kindly note if you do not send your acceptance, you will not be allowed to join on the joining date specified above.

I have read the terms and conditions of employment and also the contents of the employment agreement and in token of my acceptance; I duly acknowledge the receipt and agree with the terms and conditions stated in this offer letter.

I have read the terms and conditions of the agreement, valid for 30 months, and it is agreeable to me.

A handwritten signature in blue ink, appearing to read 'Mohan Raj G'.

Signature

Mohan Raj G

Date: 1st July 2020