



Date: 20/01/2025

Sub: Offer of Employment

Emp Code- SA2754

**Dear Ayush Singh
Madhya Pradesh**

1. You will be on probation for a period of three months effective from 21/12/24 to 21/03/25 .The confirmation of your service will be subject to your satisfactory and successful completion of the probation. You will be issued with a separate letter for extension of your probation period if, need be.
2. During the period of Probation you will be paid a consolidated Salary of **INR.15000/-**In hand Salary (Fifteen Thousand Only) Per Month which is inclusive of basic + DA + HRA etc.
3. Presently you will be posted at Bhopal in Madhya Pradesh as a Data Controller.
4. While on probation or otherwise, your duty hours will be regulated from time to time purely at the discretion and administrative convenience of the Company and its clients.
5. As a responsible Officer/Supervisor and head of the department of the company, you are required to supervise, allocate, and plan the man and material for effective qualitative and quantitative production. You are required to plan, schedule the work for optimum use of man and materials at your disposal.
6. Your assignment is transferable and the Company at its discretion may transfer you to any of its offices, associated or affiliated companies on the same terms and conditions of employment as applicable to you at the time of such transfer and you may be required to serve such other offices, or companies in India or outside India. Your services are also liable to be transferred to any establishment, which comes into existence or set up in future or acquired in future.
7. You will devote full time to the work of the Company and shall not undertake any direct / indirect business or work, honorary or remunerative, except with the written permission of the Company.



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8. The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the company, for any reasons, any information about the interest or business of the company or any affiliated companies. You shall not communicate to any public papers, journals or cause to be disclosed at any time, any information or documents, official or otherwise relating to the company except with prior approval of the management.
9. You will be governed by the service rules of the Company as may be applicable to you from time to time. Company reserves the right to collect data from the application developed/deployed by the company or track your movement during the office hours and use the data for managing and reviewing your performance.
10. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
11. It is hereby made clear that the Company is the absolute owner of any invention, discovery, innovation, technological search, or any type of software development or any research and development from your end during the tenure of your service with us. You cannot claim any patent or copy right or intellectual property right of any nature on these things and the Company alone has right to claim such rights.
12. You would also recognize and acknowledge that the all programmes, system logins, manuals, literatures, any type of documentation, products, processes, services, concepts, ideas, methods, formulas, and techniques, as well as improvements thereof etc., which **BE3 HUMAN RESOURCE MANAGEMENT PVT LTD** owns, plans or develops, whether for its own use or use for its clients are confidential and are property of **BE3 HUMAN RESOURCE MANAGEMENT PVT LTD**.
13. You further recognize and acknowledge that in order to enable **BE3 HUMAN RESOURCE MANAGEMENT PVT LTD** to perform services for its clients, such clients may furnish to **BE3 HUMAN RESOURCE MANAGEMENT PVT LTD** confidential information concerning their business affairs, property, methods of operation or other data that the goodwill afforded to **BE3 HUMAN RESOURCE MANAGEMENT PVT LTD** depends upon, among other things, **BE3 HUMAN RESOURCE MANAGEMENT PVT LTD** and its employees and keeping such services and information confidential.
14. You shall not accept any present, gift, commission or any kind of gratification in cash or in kind from any person, factory, firm or Company having dealings with **BE3 HUMAN RESOURCE MANAGEMENT PVT LTD** or its sister concerns and if you are offered any, you should immediately report the same to the Management, in writing.
15. Any refusal on your part will entitle the Company to terminate your services without any notice.



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16. If, at any time, in the opinion of the Company which shall be final, you become insolvent, or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by the Company as detrimental to its interests or of violation of one or more terms of this appointment, your services may be terminated in accordance with law.
17. Any balance of advance or loan taken by you from the Company, shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of you're leaving the services of the Company. You shall be responsible for any financial loss on account of goods that you possess on account of performing your duty. Company shall fully recover any such amount from your salary or reimbursements.
18. You will retire from the services of the Company on attaining the age of 58 years without any notice whatsoever from the Company in this behalf.
19. The notice period applicable to you in case of separation from the Company will be Thirty days in writing or payment in lieu thereof by either side.
20. Your Address as given in the Application form deemed to be correct for the purpose of sending any communication to you. You shall keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company in writing about the same within seven days. Any communication sent to your last recorded address would be deemed to have served upon you.

Please confirm your acceptance of this appointment on the above-mentioned terms and conditions by returning to us a copy of this letter duly signed by you.

Welcome to **BE3 HUMAN RESOURCE MANAGEMENT PVT LTD** and we look forward for a long and successful career with us.

Very truly yours,

For BE3 HUMAN RESOURCE MANAGEMENT PVT LTD

Authorized Signatory

I hereby accept this appointment on the above-mentioned terms and conditions.

Signature: _____

Date: _____

Name: _____