



OFFER LETTER

Ref. SS01082018

Dated: 01/May/2023

Mr. Himanshu Verma
Mob: 9899481938

Address: S/O Shri Satish Chandra Verma
88-A, Century Apartment, Sector-100
Noida. 201301

Dear Mr. Himanshu Verma

We take this opportunity to welcome you to **JCBL** based on your application, subsequent interviews with us, we are pleased to appoint you as a "**Chief Technical Officer**" in our Organization w.e.f 01/Aug/2018, under the followings terms and Conditions:-

1. You will get a salary of **Rs.2,00,000/ month** (Rs. Two Lacs Per Month)
2. You will submit your joining report latest by 09:30 A.M., 01/04/2019 to **Mr. Jitender Kumar** at office.
3. Your current place of posting will be at **A-82, Sector 63, Noida, UP**. However based on Companies requirement you may be placed out at various locations/client-sites, as per discretion of the company. You are expected to perform on the assignment on behalf of company as conveyed to you, by company from time to time.
4. You will strictly follow all the rules and regulations set up as per the company policies. Also you will make sure of regularity and punctuality in terms of office timings, leaves and attendance etc.
5. Your designation, place of posting, assignment of job-content, reporting relationship, is liable to change from time to time at the discretion of the company.
6. During your rendering of professional services, you will be governed by the relevant rules, regulations and orders in force from time to time in respect of the division/department/branch/office where you are posted.
7. The appointment is subject to your being found medically fit at the time of joining and subject to verification of the information and references furnished by you.
8. You will devote your whole time & attention to the work of the company and shall not engage in or occupy yourself with any other work or take up the services of any other organization or individual or carry on any business of your own accord except with the prior written permission of the company.
9. You will accumulate leave of one day for each month worked. The management/HOD/reporting officer has the complete discretion to refuse leave in view of the workload.
10. You shall treat all information relating to the business and affairs of the Company which may become to you or of which to you or of which you may have possession or to which you may have access directly or indirectly during the course of your tenure as confidential and shall not divulged or disclose or cause it be divulged or disclosed through any act, omission or negligence on your part.
11. You can be transferred to any Division/Department/Branch office of the company at any place in India or abroad or to an Associate Company or to any other organization which succeeds this company or with which an amalgamation or arrangement takes place or to which a part of the work of this company is transferred irrespective



of its place of business. Upon such transfer, you will be governed by such conditions and rules and regulation as may be applicable in transfer. Division/Department/Branch/Office/Organization etc. monetary terms being not less favorable to you.

12. You will not be engaged directly or indirectly with any business associate/vendor or any other organization having business relationship with the company within one year of separation from company. The violation of this cause will invite legal proceedings against you.
13. If any declaration given or information furnished by you to the company is found to be false or if you are found to have willfully suppressed any material information, your professional services are liable to be terminated without any notice period, in addition to such other action as the Company may deem necessary.
14. We expect to have a long relationship. However, in case of separation from either side within the contract period, the **notice period will be 30 days** or equivalent notice on your consolidated amount. The full & final settlement will be done after **45 days** from the date of last day in office.
15. In case of any desertion of the contract on your part, you will be deemed, as absconding then your services will be terminated immediately without any notice period and also some other suitable action under the circumstances will be initiated.
16. You will have to sign a non-disclosure agreement in format as provided by the company.
17. Duration of contract **01/08/2018 to 31/07/2022**. This can be renewed or extended based on your performance after the date of Expiry.

Let us welcome you to **JCBL** and Hope this to be the beginning long and mutually satisfying association.

Please return the duplicate copy of this duly signed as token of your acceptance.

Required Documents:

1. 2 Passport Size Photo Graphs
2. Pan card and Aadhar Card
3. 10th Mark sheet/Certificate
4. Graduation Mark sheet/Certificate

Yours sincerely:

For. **JCBLLTD.** :

Name: Officer Name

Designation: Director

Date: 01-08-2018

Sign:

Acceptance:

Name: Mr. Himanshu Verma

(Chief Technical Officer)

Date: 01-Aug-2018

Sign: