

Date: 18th September 2023

To,

Mr. SATYABRATA BEHERA,

Bhubaneswar

Dear Mr. SATYABRATA BEHERA,

Re: Appointment as Finance Executive

With reference to our discussions, we are pleased to appoint you as Finance Executive SAP FICO in M/s AakSidhi Corpo Care Private Limited, on the following terms and conditions:

Posting and Transferability:

Your initial posting would be at our client's office TPNODL, Balasore, Odisha.

However, the Company would be entitled to change your place of work to any city in India based on its needs, during the period of appointment.

Work hours

Your normal working hours shall be from 10.00 a.m. in the morning until 07:00 p.m. in the evening on all days, except Sundays and days specifically designated as Holidays by the company. Further, in case the assignment/s (TPNODL) to which you are deputed necessitates additional effort, then the aforesaid timings may stand increased accordingly.

Compensation

Your gross salary will be **3 L.P.A** and will be paid for each month worked, shall be paid within the 10th day of the succeeding month. No other benefits/allowances will be allowed to you. The Company does not compensate for and is not bound for any overtime due to extra working hours put in or extra days worked. Salary is as per the PO (Purchase Order) terms of clients. In case, you are leaving your job within its agreed term of services without any prior notice before 1 month to the HR Manager with a proper explanation for the same, your security deposit will be confiscated by us, on which certain terms and conditions will apply.

Confirmation

You will be considered as confirmed employee as on the date of joining.

AAKSIDHI CORPO CARE PRIVATE LIMITED
(CINU74999OR2020PTC032810)

Email: info@aaksidhi.com, Website: <http://www.aaksidhi.com>

Office Address: Plot No. 303, Parvati Villa, Behind Ravi Talkies, Bhubaneswar,
Odisha, Pin-751002



Period of Working

This appointment letter is valid for a period of 11 months from the date of appointment, the appointment letter will be deemed to extend if the client where you placed extends your term based on your performance.

If you fail to obey Company terms and conditions 1/3rd of your salary will be deducted with prior notice.

Confidentiality and Indemnity Clause

You will take due care to ensure complete confidentiality of any sensitive, privileged or non-public information pertaining to the Company or any of its clients, that you come across while working with the Company.

You will not, without the specific prior written consent of the Company, copy in any way, divulge or disclose any information in respect of any client to any third party unless otherwise required by law or court order, or keep or use such information for any purpose other than those specifically contemplated as per your ordinary scope of work.

The Company would be entitled to recover from you in full, any loss/damage or liability that it faces as a direct/indirect consequence of your negligence in the performance of assigned work, willful misconduct, malicious damage to property, or breach of the above confidentiality condition.

Other Terms and Conditions

- ❖ Your appointment and continued employment with the Company is subject to your being medically fit for employment at all times.
- ❖ Your employment is subject to the terms and conditions as set out in this Letter, as well as other applicable policies approved by the Company from time to time.
- ❖ During the period of employment with the Company, you shall abide by the Company Code of Conduct, ethics and other policies as are approved from time to time. You shall not carry out any act which is objectionable either to the Company or to its clients or other persons with whom you may interact during the course of your appointment.

Kindly countersign this Letter below to confirm your acceptance of the above terms of appointment.

I have read all the terms and conditions of the offer and would like to confirm my Acceptance.


Signature of Candidate

Name: Satyabrata Behera

Yours sincerely,

For M/s AakSidhi Corpo Care Private Limited,



Narayan Choudhury
Director