



Date: 20th September, 2022

FAIZAN AHMAD

SUB: INTEND LETTER

Dear Faizan Ahmad,

With reference to your application and subsequent interview for employment with us, we are glad to formalize our offer and appointment to you in "Xaltam Technologies" subject to your acceptance of the terms and conditions mentioned below:

1. Designation – Frontend Developer: React JS
2. Business Unit – Xaltam Technologies
3. Base Location – Delhi
4. Initial Place of Joining – Delhi
5. Date of Joining – 21st **September, 2022**

6. This Employment Letter is subject to your joining the company on 21th / September/ 2022. On joining you must sign the Joining Declaration and submit the same to the Company.

7. Probation:

Probation will be for a period of 6 (six) months. At the end of the aforesaid probation period, your conduct and performance shall be reviewed by the Company and if the same is found to be satisfactory you will be automatically confirmed in the appointed position. However, the Management find the performance unsatisfactory; your probation shall be extended by way of written notification.

8. You shall be entitled to Salary, Allowances and Perquisites as per Annexure '1'. The Company reserves the right to make amendments to such policies and benefits from time to time as per the business needs.
9. You acknowledge and undertake that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential.
10. You will carry out all the instructions of your superiors as regard to your work and carry out diligently and earnestly all duties or work that may be assigned to you from time to time.
11. Your entitlement and availing of leaves shall be governed as per Company Policies.
12. You will abide by and be governed by the Company's expected standards of discipline as understood by convention as Company norms.

13. Termination Clause:

Any breach of the condition mentioned below on your part may lead to the immediate termination of your employment with the Company:

- i. While you are in the services of the Company, you are not permitted to directly or indirectly without the permission of Management, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration.



- ii. Theft of any kind, tangible or intangible, directly or indirectly, data & privacy breach of the company and the respective clients.
 - iii. Unruly behavior with the Clients, vendors or internal stakeholders of the company amounting to physical violence.
 - iv. Damaging or maligning the assets or reputation or both of the company on any platform.
14. You will be responsible for safe keeping and return in good condition all the office properties, equipment, books, etc. which may be given to you for your office use, custody and charge. You will also be responsible for efficient, satisfactory, and economical operations in areas of your responsibility that may be assigned to you from time to time in writing or verbally and during which time you will act within the framework of the organizational policies and directions laid down by the Company from time to time.
15. After the termination of your employment, you shall immediately return all the properties of the Company, which are in your possession or custody.
- 16. Separation:**
Post completion of probation, your employment shall be terminable by either of us i.e. by the Company or by yourself, by giving the other Two months „prior written notice or salary in lieu thereof. However, Management reserves the right to terminate your employment at its discretion without any notice, if you breach any of the provisions of this Letter, Guidelines/Code of Conduct and Policies or if you indulge in any illegal /unlawful activities.
17. The terms and conditions set out herein shall be deemed to be severable and, in the event of any of the terms and conditions being held by a court of competent jurisdiction to be invalid or unenforceable, the remaining terms and conditions shall nevertheless continue to be fully valid, binding and enforceable.
18. This Employment Letter, read with the documents referred to herein, shall be the sole document governing our relationship and supersedes all other letters of appointment previously issued and/or all other Letters, memoranda, documents and discussions. Our relationship will be governed only by the terms hereof.

Most sincerely,

For Xaltam Technologies

Background Verification and Record Management: I hereby give my consent for background verification. I understand that issuance of this Employment Letter is subject to satisfactory references and background verification. I hereby state that I have no objection in sharing my personal information and documents, including but not limited to Aadhaar number, other Government issued ID number such as Passport, Voter ID, PAN card, Driving License, name, gender, date of birth, addresses, mobile number, email, education record and employment record with Company's registered vendors for background verification and/or record management purposes. I understand that as part of such process my personal data may be transferred to such registered background verification vendor's or record management vendor's digital platform and made accessible to authorized persons for Company defined purposes. In case any declaration given, or information furnished by me proves to be false or if I am found to have willfully suppressed or concealed any material fact, this employment letter shall be deemed to be null and void.



AGREED, UNDERSTOOD AND ACCEPTED:

Name _____ Signature _____ Date _____

ANNEXURE-1

You will be entitled to an annual CTC package of up to INR 156,000/ (Rupees One Lakh Fifty Six Thousand Only) payable, pro-rata at the end of each month after deducting applicable tax and other statutory deductions at source as per the break up mentioned in **Annexure 1**.

Salary Break Up

Pay Component (INR)	Monthly	Per Annum
Component A		
Basic	5000	60000
HRA	4000	48000
TA	1500	18000
Special Allowance	1500	18000
Mobile Allowance	1000	12000
Total Month CTC	13,000	156,000
Component B		
Variable		
*Performance linked variable payable after completion of six months.		00
* Performance linked variable payable at the end of the first year.		00
Component A+B		156,000

* You will be judged on punctuality, responsiveness and taking ownership of the job.

*The entitlement of the incentive will be solely at the discretion of the management.

Approved by

F. Siddiqui
Head of Human Resource

cc: Shabi Imam