

Confidential  
**Appointment Letter**

HRD/ Archetive / Appointment Letter/ APT78

Date: February 13<sup>th</sup>, 2020

Ms. Sweta Malik  
Address: Kolkata

Dear Sweta,

It was our pleasure to note your interest and having opportunity to professionally interact with you. This is reference to the successful completion for your preliminary interview and assessment. Congratulations! Based on our discussions, we are pleased to inform you of your appointment in our organization on the following terms and conditions:

**1. Date of appointment**

Your date of appointment will be effective from the date you join the organization, which shall not be later than Thursday, February 13<sup>th</sup>, 2020.

**2. Designation**

You shall be designated as "Analyst"

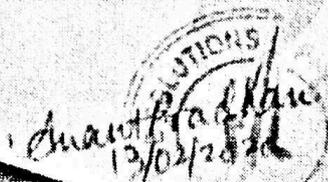
**3. Location**

You shall be initially located at our Kolkata Office

However, the management reserves the right, at any time during the course of your employment, to transfer you to any of its affiliates, subsidiaries or sister concerns and you are required to comply with all directions and instructions in that behalf.

You may also be required to travel, on business for the company, both in India and abroad.

- 4. Probation**: You will be on probation for a period of 6 (six) months from the Date of Joining. However, your probation period can be extended further at the sole discretion of the Company; if your performance / conduct is found to be unsatisfactory. On successful completion of the same, your performance shall be evaluated, and your services confirmed in writing.

  
Sweta Malik  
13/02/2020

process/es, client/vendor transactions, finances, affairs, business plans, clientele, etc., that would be either directly / indirectly related to the management

8. Dissociation

Upon any kind of dissociation of services from the organization (termination of employment / resignation) you shall return all papers, documents, cassettes, keys, stationery, uniform, files / folders, any other property of the organization, that may have come into your possession / handed over to you, during your tenure with us, to your departmental head in presence of Human Resources and Administration. Your final dues and payments shall be made only after you obtain a clearance certificate from all departments that you have been associated with, during your course of employment with us.

9. Notice Period

Upon your desire to discontinue the services of the organization, or the organization's desire to discontinue the same, either party shall be required to serve a notice period of 30 days or basic salary in lieu thereof. In case, our client terminates you due to non-performance, consider this as a notice period from our side also with immediate effect.

10. Statutory benefits

You shall be entitled to all statutory benefits like leave, increments, performance rewards, etc. as applicable to you under your grade, and the same as well all other changes as applicable to you shall be communicated to you from time to time.

11. Compliance to rules and regulations

You shall be required to comply, under all circumstances, with the above and any others that may be communicated to by the organization.

12. Working Hours: All locations of Archetive Solutions shall follow office timings as decided by the company. The general shift starts at 0800 hours and ends at 1700 hours Monday through Saturday with an hour break. Depending upon the business requirements and exigencies of work you may be deputed in any shifts including night shift also or to any other office / work / project site in which case your working hours / shift working as may be prevalent at such places shall apply on you. You may be required to sign a consent form at the time of joining the Company.

13. Remuneration Your remuneration will be as per enclosure which shall be effective from your date of joining.

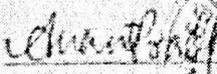
- a. Your remuneration is confidential between you and the organization and you are obliged to comply in maintaining absolute secrecy of the terms and conditions
- b. The Company will deduct the applicable taxes from your salary in accordance with the prevailing provisions of the Income Tax Act
- c. Employee eligible to get bonus shall be paid bonus as and when it is declared based on merit.
- d. Salary revision will depend at the sole discretion of the Company based on Company performance and your individual performance including factors like your efficiency, intelligence and regular attendance, sense of discipline, loyalty to Company and good behavior.
- e. The Company and employee contribute equally to the PF account of the employee. However, the Company's contribution will be matching as per provisions of the EPF (Miscellaneous Provisions) Act, 1952 and schemes made there under.

Please refer to Annexure A & B for all details.

We wish you all the best and look forward to a mutually satisfying and trusted association.

*Please sign the duplicate of this letter and the Annexes A & B as a token of your acceptance of the same.*

Thanks & Best Regards

  
(Anant Pradhan)

HR Manager  
Archetive Solutions Private Limited

Date: February 13<sup>th</sup>, 2020  
Employee Name: Sweta Malik  
Position: Analyst

**ANNEXURE I**

Letter of Appointment; Annexure A; Salary details  
Date of joining: not later than Thursday, February 13<sup>th</sup>, 2020

**Fitment Status**

Components	Monthly (Rs.)	Annually (Rs.)
Basic	8,334	1,00,008
HRA	4,167	50,004
Transport Allowance	1,600	19,200
Other Allowances	941	11,289
<b>Gross Total</b>	<b>15,042</b>	<b>1,80,501</b>
Employer PF Contribution	1,083	13,001
Employer ESIC Contribution	542	6,500
<b>Grand Total (CTC)</b>	<b>16,667</b>	<b>2,00,002</b>
Deduction		
ESIC**	667	8,000
Employee PF Contribution	1,000	12,001
Employer PF Contribution	1,083	13,001
<b>Net Pay</b>	<b>13,917</b>	<b>1,67,000</b>

**Note:**

All allowances and benefits are subject to local tax laws applicable from time to time. The compensation and benefits mentioned in this letter are as per the current policies of the Company and are subject to change from time to time at the sole discretion of the Management. The compensation structure is reviewed from time to time by the company and such revised structure will be applicable as if it were a part of the appointment terms with effect from the dates of such revisions.

ESIC \*\* = Employer + Employee

**ACKNOWLEDGEMENT**

I hereby confirm that I have signed and received the original of this Appointment Letter. I have read and understood the terms and conditions of the appointment and accept the same.

Name: Ms. Sweta Malik  
Address: 346 A, Shyamnagar Road,  
Dum Dum Park, Kolkata - 700055

Signature:

