

Ref. No.:- KC/2021/01498
Pankaj Kumar
Hno 5/34 New Friends Enclave West near G block Sultan Puri Delhi 110086

Dear Pankaj Kumar ,

We are pleased to confirm our offer of employment to you as a **Associate Engineer** with Kaiser Computer , from **01-Jan-2021**. At KCPL, one of our goals is to provide equal opportunity to all associates to pursue their careers, to strive towards their personal best, and to balance their personal and professional goals.

Location - You will be based in New Delhi but the Company may require you to work at other Company locations and on customers' sites both, inside or outside India. The Company will seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

Compensation Your target annual salary will be 240,000.00 This comprises of your annual salary and bonus.

Please note that first salary for those who join after 15 of the month will be processed in following months payroll cycle.

Performance Bonus Scheme You will be eligible to participate in the Companys Performance Bonus as per the company policy, provided you are on the rolls of the Company at the time of payout. The annual performance bonus payable shall be prorated to your completed months of service with the company. Performance Bonus is payable only if you are on the rolls of the company for at least 3 months during the relevant performance year.

Our performance year is April 01 to March 31 of each year. Your annual salary will be reviewed annually and merit increases will be effected along with salary revisions, in April each year, based on effective performance and other relevant criteria, intimated to you from time to time.

The salary structure with the break up is annexed along with the appointment letter.

The benefits included in the cost to company are:

Medical Insurance In accordance with the Companys policy you and your immediate family (i.e. spouse and unmarried dependent children) will be covered under our Medical Insurance plan. However, this insurance coverage starts after completion of relevant formalities and paperwork governing the same.

Personal Tax The salary break up described, will not be further grossed up for taxes. You will be responsible for the payment of all taxes pertaining to salary, which will be deducted at source as per the prevailing tax rules.

Annual Leave/Public Holidays You will be eligible for 12 working days of vacation and 12 public holidays. This will however start to accrue only on your confirmation. Please refer to the Companys Leave Policy for further details in this regard.

Notice Period This contract of employment between you and the Company may be terminated by either party by giving 15 days notice or gross monthly salary in lieu thereof. The notice period may be reduced at the discretion of the company in case you are not leaving a project mid-way.

In the event that you leave our employment within 12 months of joining, you will fully reimburse the joining bonus, notice pay and relocation expenses, if any.

During the tenure of your employment, the company may incur training/ certification expenses on you. In the event you leave our services within a period of 12 months from the date of training/ certification, you will be required to reimburse the entire training costs. Depending on the expenses involved, you may also be required to sign a service agreement with the company for a specific period, which will be indicated to you at that time.



Termination In the event of wilful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any member of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice.

During the period of this employment you should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Companys credit except so far as you may have been authorised by the Company to do so, either generally or in any particular case.

Your employment will be subject to the following pre-conditions:

You obtain a clear discharge from your present employer

You provide two satisfactory references, one being from your current employer

Retirement You will retire on the last day of the month in which you complete sixty years of age.

Private Information Policy In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you will be required to comply with the confidentiality policy of the company. You will be responsible for holding in confidence, any trade secrets or confidential business and technical information of the Company or its clients. This covenant shall endure during your employment and for a period of one year after cessation of your employment with KCPL.

Intellectual Property All code developed by you is the sole and exclusive property of the company and under no circumstances is the code or any part of it to go out of the office without the express written approval of the undersigned. In case you are assigned a laptop, no source code of applications from the laptop must be copied while the laptop is taken out of the office.

Non-Competition In the event that you leave the Company either initiated by yourself or the Company, you shall not recruit any employee from the Company for a period of 12 months commencing the last day of your employment with the Company.

Confidentiality The terms of your employment are strictly confidential between you and the Company. Discussion of your compensation with any other party or employee is grounds for dismissal.

Condition of Hire

1. All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.
2. You hereby warrant that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform the duties of your employment.
3. During your employment with the Company you will agree to work on any project that you are assigned to, irrespective skills sets, technology platform, client and nature of job. Even when you are assigned to work out of client locations for long periods of time, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any other salary or benefits. You may also be operating in shifts, as decided by the Company, keeping in mind business needs and deliverables to customers.
4. You will also be governed by all other instructions/rules/policies of the company, which are not specifically mentioned in this letter. The same are available in the Employee Handbook and you are expected to go through the same carefully and in detail.

We look forward to having you join us at Kaiser Computer . If these terms are agreeable, please sign this letter and return it to us on or before **01-Jan-2021**. Please do not hesitate to contact me if you need any further assistance.

Yours sincerely,

For Kaiser Computer .



Kaiser Computer
Director

Sunil Kumar,

Sunil Kumar

Director and Authorised Signatory

ANNEXURE I
Salary Structure

S No.	Particulars	Monthly	Annually
1	Basic Salary	7,180.00	86,160.00
2	House Rent Allowance	3,590.00	43,080.00
3	Conveyance	1,507.00	18,084.00
4	Medical	789.00	9,468.00
5	CCA	3,119.00	37,428.00
6	Allowance	3,812.00	45,744.00
	Total Emoluments	20,000.00	240,000.00

Ref. No.: - KC/2024/0980
Date: -14-09-2024

To WHOM IT MAY CONCERN

This is to certify that **Mr. Pankaj Kumar** was working at Kaiser Computer Pvt. Ltd. as **Associate Engineer** w.e.f 01-Jan-2021 to 30-Aug-2024.

His Performance and conduct during his stay with our Company has been satisfactory.

We wish him all the best in his future prospect.

For Kaiser Computer Pvt. Ltd.

Sunil Kumar

Authorized Signatory

Kaiser Computer
Director

Kaiser Computer

A6, 4th Floor, CDR Complex Sector 15 Noida-201301 India

Payslip for the Month of Aug-24

Employee Pay Summary

Employee ID	KC-5306	Employee Net Pay Rs. 20,000.00 Paid Days: 31 LOP Days: 0
Employee Name	Pankaj Kumar	
Designation	Associate Engineer	
Date of Joining	01-Jan-2021	
Pay Period	Aug-24	

EARNINGS	AMOUNT	DEDUCTIONS	AMOUNT
Basic Salary	Rs. 7,180.00	PF	Rs. 0.00
HRA	Rs. 3,590.00	TDS	Rs. 0.00
Conveyance	Rs. 1,507.80	Other Deduction	Rs. 0.00
Medical	Rs. 789.80	Total Deductions	Rs. 0.00
CCA	Rs. 3,119.58		
Allowance	Rs. 3,812.82		

NETPAY	AMOUNT
Gross Earnings	Rs. 20,000.00
Total Deductions	Rs. 0.00
Total Reimbursements	Rs. 0.00
Total Net Payable	Rs. 20,000.00

Total Net Payable Rs. 20,000.00 (Twenty Thousand Only)

**Total Net Payable = Gross Earnings - Total Deductions + Total Reimbursements