

CONSULTANCY

Approved by External Affairs Ministry, Government of India.

Date : 27/04/2023

To:

Miss. Sanju S. Chauhan

H. No. 114/3, Velvaddo Quellossim,

Cortalim, Goa

403710

APPOINTMENT LETTER

Miss. Sanju S. Chauhan, we are pleased to offer you, the position of **HR EXECUTIVE** with M/S Talent Hunt Consultancy on the following terms and conditions:

1. Commencement Of Employment And The Term:

Your Appointment letter will be effective, from the day you join the duty i.e. 10/04/2023. The contract shall be of two (2) years from the date of joining the duty which shall be renewable based on your performance.

2. Job Title and Workplace:

Your Job title will be of **HR EXECUTIVE** at M/S Talent Hunt Consultancy, approved by the Ministry of External Affairs, Government of India, Edcon Mind Space, Office No. 513,514,5th Floor, Opposite Hotel Taj Vivanta beside Basseraa Family Restaurant, St. Inez, Panaji Goa,403001, having working hours from 9:00 AM (reporting time) in the morning till 6:00 pm in the evening.

3. Salary:

Your basic salary will be Rs.12,000/- per month. There will be 10% Increments in the salary range every year on the basis of demonstrated results and effectiveness of performance during the period of review. Also, that on successful deployment in Gulf countries, Rs. 1000 will be paid per Candidate and Rs. 2000 per candidate will be paid for Canadian, European and Australian countries as incentives. Salary can be revised depend upon your performance after 3 months.

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Edcon Mind Space, Office No. 513 & 514, 5th Floor Opp. Hotel Taj Vivanta, Besides Basseraa Fine Dine Family Restaurant, St.Inez, Panjim, Goa.

www.talenthuntconsultancy.com • talenthuntgoa@gmail.com • +91 8322429697 / +91 976473868

4. Hours Of Work:

The normal working days are Monday to Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the company. The normal working hours are from 9:00 AM TO 06:00 PM.

5. Leaves:

- a) You are entitled for 6 days of paid leaves in a calendar year by giving 2 days prior written intimation to management and no absences without any prior intimation and proper cause will be allowed.
- b) No employee will be allowed to take holiday/ remain absent 6 days before and 7 days after, the day of client interview.

6. Dress Code/ Behavior:

You should wear neat and clean formal clothes. You should wear formal clothes or as provided by the company along with company's ID card.

7. Nature Of Duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set as below:

- A) Your reporting time will be 09:00 am strictly. Your duty off time will be 6 pm you should report in the office at 09:00 am.
- B) That both i.e. IN and OUT office time punching is must, failing to which will be marked as absent for that day. That any staff member leaves the office or goes out of office during office hours for any reasons then IN and OUT punching is must.
- C) If the punching done by any employee after 9:15am, then it will be marked as delayed attendance and for which 1st warning memo will be issued for exceeding 3 delayed attendances in a month.
- D) You as HR Executive should work honestly and sincerely for the Company.
- E) The advices and suggestions given should be proper and there should not be any misguidance done by you to the Client/Company. There should be proper guidance and everything should be managed and coordinated well.
- F) Proper and well organized coordination should be done by you and the HR Manager together and should work collectively for the easy and smooth functioning of each task given/hired/allotted to you by the Company. If any miscommunication arises between the candidates, employees and management then management will take appropriate action against such employee.
- G) You as an HR Executive is not allowed to switch-off the office mobile (if allotted any) provided by management after 6 pm and also anytime, as to get updates via WhatsApp messages, calls received from clients and on next day in morning in first (1st) hour of office working hours concerned employee should check any miscall and WhatsApp messages and provide updates to clients accordingly.
- H) CC has to be made to the registered Email address i.e. talenthuntgoa@gmail.com of the Company for all the mails which will be sent to clients.

- I) You must work and think as a family business and not as paid Employee for the smooth functioning of your mind which will help and assist benefitting the Company. Working as a team work will help grow the Company in good pace, which will be done by the staff together.
- J) No fake and false promises should be done to any of the Clients whatsoever and everything should be informed well in advance to the Company before taking any step.
- K) There should not be any mismanagement of the assets and material provided by the Company. The Laptop, Pen Drive, Mobile Phones, Printers, Xerox Machine will be taken care of.
- L) You have total of six days paid leaves in a calendar year.
- M) Mobile phone and tablet given to you (if any) have pre activated sim cards and internet connections. If you are found misusing the same and if any illegalities occur from your side such as threatening calls, WhatsApp messages, Hoax calls, sexual messages(sexting), when the said mobile phone or tablet is in your possession then you shall be solely responsible for the criminal consequences.
- N) If the office/ companies laptop, mobile phone or tablet is lost or misplaced when it's in your possession then you shall be liable to file/register a police complaint, block the sim card and repay the cost to the company/or buy a new handset and a sim card or a tablet or laptop and pay the cost of the software.
- O) You shall not handover the official laptop or mobile phone or tablet to any other person for calling purposes or sending SMS etc.

8. Company Property:

You will always maintain in good condition company's property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the company.

9. Borrowing/Accepting Gifts:

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with who may be having official dealings.

10. Contract/Bond with previous Employers and Illegalities:

It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers. Similarly, you will be solely responsible for your illegalities/mischief's/wrong done before joining our company.

11. Termination:

- a. Your appointment can be terminated by the company, without any reasons/on you regular absence/three days absent in a month/not on duty on time/misbehavior/any other reasons then on these conditions, your salary will be kept on hold till you

Handwritten signature

- handover Company's belongings such as data, pen drives, mobile phones, email ids and passwords, contact details of Candidates/Clients etc.
- b. Using of Mobile Phones/personal use of mobiles/non- concentration when at work/baseless arguments with the Management/Chitchatting with Colleagues or any other reasons.
 - c. Moreover, Company reserves right to terminate you in case you remain absent for three days in a month without any proper cause or intimation.
 - d. Company reserves rights to change any terms and conditions without informing to the Employee and the Employee has agreed with the same.
 - e. On the day of your termination, you need to hand over your entire database created by you which pertains to the Company along with your email id and password. In addition to this you need to hand over all your duties and responsibilities to another Employee of the Company who will work after your aforesaid termination.
 - f. However, if the said instructions are not followed, then your salary amount won't be settled and you won't be receiving your salary of the month.
 - g. If employee wishes to resign from their employment with the company, then employee will have to provide company with valid reason/cause, by giving not less than 2 months prior written notice and by serving 2 months of notice period. If you resigns your job without serving 2 months notice or with short notice then you shall be liable to pay 2 months salary to the company as penalty and company is open to recover the amount through labour department and sue a civil case against you.
 - h. You shall serve proper cause and authentic proof of your resignation. Your resignation shall be in writing and not on whatsapp or email.
 - i. No absentee will be allowed without prior 2 days intimation. The written intimation shall be served upon a company and not on whatsapp or email.
 - j. If company terminates you because of unethical practice, no proper work responsibilities, no proper communication and coordination the no salary will be paid for that current month and you cannot claim as well.
 - k. After termination you are taking oath that you will not disclose any company business style and working activities. You are not allowed to work with same position and business related to company known as M/s Talent Hunt Consultancy in any other company.
 - l. You will not harm company's reputation on social media or any other way. If you do so then company have a right to file civil/criminal/defamation case against you.

12. Confidential Information:

- a. During your employment with the Company, you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part-time or pursue any course of duty whatsoever, without the prior permission of the company.
- b. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents, and other confidential information relating to the business of the company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly means and in the authorized manner in the interest of the company. For the

purposes of this clause 'confidential information' means information about the company's business and that of its clients, which is not available to the general public and which may be learned by you in the course of your employment. This includes, but not limited to, information relating to the organization, its clients lists, employment policies, clients personnel information, and information about the resume, records and other documents containing such confidential information.

- c. Similarly, you are not allowed to use or carry data recorders such as pen drives, USB, OTP, mobiles with a camera, video and voice recordings and any other gadgets.
- d. Your duty to safeguard and not disclose confidential information will survive the expiration or termination of this Offer letter and/or your employment with the company.
- e. Breach of the conditions of this clause will render you liable to summary dismissal under clause above, in addition to any remedy the company may have against you in law.

13. Applicability Of The Company Policy:

The company shall be entitled to make policy declaration from time to time and may alter the same from time to time at its sole discretion. All such policy decisions of the company shall be binding on you and shall override this offer letter to that extent.

14. Disputes/Jurisdiction:

a. Any or all disputes which may arise out of alleged or non-compliance or non-observance of any dispute pertaining to any other dispute which in any way relate or touches the purpose or conditions of this offer letter and its terms and conditions then such disputes or differences will be resolved in an amicable manner.

b. In the case or circumstances disputes/differences arisen as mentioned above is not resolved amicably then The same shall be referred to arbitration in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 as amended up to date. The arbitration shall be conducted as follows:

☐ The Dispute shall be referred to a sole arbitrator who shall be permanent residents of Goa and must have no social, business or professional relationship with you and the company. The sole arbitrator shall be appointed by the mutual consent of you and the company, failing which is recourse to judicial proceedings for the appointment of the sole arbitrator.

☐ The arbitration award shall be final and binding on you and the company and both the parties to be bound thereby and to act accordingly.

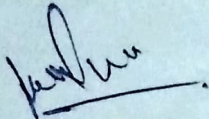
☐ The seat of such arbitration shall be at Panjim, Goa and all arbitration proceedings shall be conducted in English. All the costs of the arbitration proceedings shall be borne as the award of the arbitrator at the culmination of the arbitration proceedings shall direct.

15. Acceptance of our offer

Please confirm your acceptance of this offer letter by signing and returning the second original copy having total of 6 pages only.

(Signature)

M/s. Talent Hunt Consultancy welcomes you and looks forward to receiving your acceptance and to working with you.



Divisional General Manager

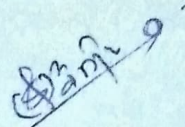
TALENT HUNT CONSULTANCY,

APPROVED BY MINISTRY OF

EXTERNAL AFFAIRS,

GOVERNMENT OF INDIA,

VIJAY G.T



HR Executive

Miss Sanju S. Chauhan