



RETAINER'S OFFER CUM JOINING LETTER

Date- 22/08/2023

Ref No:- UM/22/08/2023

Dipankar Halder

Address:- Vill- Patkel Beria, P.O- Nayabad Rajpur, Distt.- South 24 Parganas.

Pin- 743354, West Bengal.

Mail Id- halderdipankar168@gmail.com

Phone No.- 9641925007

RETAINERS OFFER DESIGNATION: Field Hand Holding Coordinator.

Dear Mr Dipankar Halder,

We are pleased to offer you employment at our company Udyami Mart E-Com Pvt. Ltd, and we feel that your skill and background will be valuable assets to our team.

Location: You will be based at the address:- Patkelberia, Sekhpur, Nayabad Rajpur, South 24 Parganas, West Bengal- 743354

Probationary Period: Your employment is subject to the satisfactory completion of a probationary period of six months. The probationary period is designed to grant the Employer time to assess whether you are able to fulfill your role with the Employer. During the probation period your services can be terminated with seven days notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side. Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation. Once your probation period ends you will receive a fresh offer letter of appointment including the revised terms and conditions.

Hours of Work (a) As a full-time employee you will be required to devote substantially the whole of your time and attention during the Employer's ordinary business hours to the performance of your duties under this agreement. (b) You will not be entitled to receive any remuneration for work performed outside of the hours referred to in sub-clause (a) above.

Work target (GROUP): 20 form fill up per day or as directed by your project manager..

Salary and Benefits: a) Your probationary period salary will be Rs. 15,000.00 (Rupees: Fifteen Thousand) only per month.(salary account counted from 1st day to end of every month respectively. and salary will be made on the 10th day of every month after. (b) This salary will be paid monthly in the following manner deposit into a nominated account. (C) The above mentioned salary is the total cost to the company and includes all payments made and benefits provided by the Employer directly or

indirectly to or on your behalf, whether as salary or otherwise. You will also not be entitled for any paid leaves during the probation period.

Leave (a) You will be entitled to annual and long service leave in accordance with the applicable laws and the leave policy of the company.

Company Policies: You agree that the Employer's policies, as amended or replaced from time to time, shall be binding upon you but shall not form part of the employment contract.

Confidentiality and Intellectual Property: (a) You agree that you will not divulge any of the confidential information or trade secrets of the Employer to any person, whether during or after the termination of your employment.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

You will be required to comply with all such rules and regulations as the Company may frame from time to time.

Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

If you agree with the above mentioned terms and conditions then express your OFFER LETTER confirmation

By signing and returning to the undersigned the duplicate copy of this letter signifying your acceptance.

As per our interview on date 22- 08- 2023 and discussion that we offer you the position of Field Hand Holding Coordinator and your starting date 01- 09-2023.

Congratulations on your appointment and welcome to Udyami Mart E-Com Pvt Ltd. We look forward to years of fruitful cooperation and success. We wish you the best of luck in your new post.

With best wishes,

Udyami Mart E-Com Pvt Ltd

Name- Mr.Rajiv Sengupta.

Designation- General Manager.

Signature with Date of the Employee

Udyami Mart E-Com Pvt. Ltd.

CIN No- U74300WB2021PTC244091

GST NO.- 19AACCU8060D1ZB

Dr. Ambedkar Sarani, No.31 3rd and 4th Floor, Arcadia Centre, Kolkata, West Bengal 700046

Visit us at www.udyamimart.com

Mail us at- admin@udyamimart.com

Note- This is a computer generated letter and sent to you over by the registered mail ID admin@udyamimart.com and does not require any signature from the Udyami Mart side.