



CIN: U72200RJ2009PTC028316

InTimeTec Visionsoft Pvt. Ltd.

Registered Office : Plot No. 1 / 2, Kanakpura Industrial Area, Kanakpura, Sirsi Road, Jaipur-302034
Branch Office : Site No. 271, Sri Ganesha Complex, Hosur Main Road, Madiwala, BTM 1st Stage, Bangalore- 560068
E-mail : info@intimetec.com, Website : www.intimetec.com, Office No. : 77378 53360

Appraisal

Performance reviews and annual appraisals are done in the month of April and increments are therefore granted on merit according to the company policy.

Place of Work and Mobility

You shall be based in **Jaipur** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations, and terms and conditions, applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights

As a condition of your employment, you will be required to sign the company's standard form of Confidential Information and Assignment of Inventions Agreement at the time of your joining. The company retains the ownership of intellectual property rights related to copyrights concerning works undertaken during the employment of the company. You are also not allowed to carry portable storage devices in and outside of the company premises.

Notice Period and Termination

Either the company or you may at any time terminate this agreement by giving in writing to the other party 60 days' notice or in lieu thereof a sum equal to the amount or pro-rated amount of CTC which would have accrued to you during the period or remaining period of notice, though the buyout of the notice period will be entertained only subject to management approval. This clause will be applicable only after the successful completion of probation.

The company would terminate the employee with immediate effect if caught engaged in dishonest or suspicious behavior, or misconduct of theft of company products.

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CREATING ABUNDANCE

InTimeTec Visionsoft Pvt. Ltd.

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Annual Leave

From the day of joining, you shall be entitled to annual leave accordingly to company rules. During the internship period, you are only allowed to take leaves for your examination. The company's holiday year runs from the first day of January to the last day of December.

The company declares holidays based on the location of work. The annual leave entitlement for the calendar year is 18 for all confirmed employees. Employees with less than 1 year of service receive a proportional amount of annual leave entitled. Further details would be given to you at the time of your joining the organization.

Rules and Regulations

Your job will be subject to the policies, rules, and regulations of the company as promulgated and modified from time to time in relation to your conduct, employment, and all other factors.

In addition to the above, all internal policies, rules, and regulations as may be in the operations at the time of your acceptance of the appointment with the company may be amended or altered, with or without notice, from time to time at the discretion of the company and will be applicable to you.

Acceptance

Please sign this letter indicating your acceptance to the offer of employment and send it to us at the earliest. If we do not hear from you within 7 days from the date of release of this letter, we shall assume that you do not wish to accept the company's offer of employment and our offer expires. We look forward to having you in the In Time Tec Visionsoft family.

Regards,
Pooja Maheswary
7008842513
Assistant Manager - HR
InTimeTec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature

Name:

Date: