

Docu' Envelope ID: 42C994FD-BB70-49E6-99DD-OFF4269AB817

TINJRI/CSE/24/066



American Express (India) Private Limit
Commercial Block - 3, (Zone - 6)
DLF City, Phase - V
Gurgaon - 122 002 (Haryana)
Tel : 91 (0124) 467 6002
Fax : 91 (0124) 467 7655

Private & Confidential

Declaration

DATE:- **7-Dec-23**

NAME:- **Arzoo Bapna**

ADDRESS OF INSTITUTE:- **Plot-SPL-T, Bhamashah (RIICO) Industrial Area, Kaladwas, Udaipur, Rajasthan- 31300**

Dear **Arzoo Bapna**

Reference: Letter dated **7-Dec-23** to The Chairman **Techno India NJR Institute of Technology**

This is with reference to the abovementioned Letter dated **7-Dec-23**, wherein the institute was informed of the summer training assignment at American Express.

We would like to draw your attention to para 2 of the said letter (Copy attached herewith) wherein it is mentioned that you (the student) will undergo summer training (that is a part of your curriculum) at our organization with effect from **22-Jan-24** and that you shall abide by confidentiality, safety / security regulations and any other applicable rules and regulations of our organization.

Accordingly you hereby agree that:

1. You shall not release or divulge any information, any records of American Express that include but are not limited to information about banking accounts and transactions, proprietary data, trade secrets, and other confidential information, to any individual and/or any entity both during and after your summer training assignment.
2. You shall not undertake such activities or work that would lead to a possible conflict of interest during your summer training assignment with American Express.
3. You shall be bound by the American Express's Code of Conduct and fully adhere to relevant local laws, regulations, policies and procedures during your assignment and that any breach of the same will bring the assignment to an immediate end.

Thanking you,

Dr. Sachin Gulati
Director - India Campus Recruitment

I confirm acceptance of this Letter and the conditions therein provided

Signature:

Name : **Arzoo Bapna**

Date Signed: 07-Dec-2023 | 7:07:15 AM MST



American Express (India) Private Limit
Commercial Block - 3, (Zone - 6)
DLF City, Phase - V
Gurgaon - 122 002 (Haryana)
Tel: 91 (0124) 467 6002
Fax: 91 (0124) 467 7655

7-Dec-23

The Chairperson, Placements

Techno India NJR Institute of Technology

Dear Sir/Madam,

1. This has reference to the invitation to provide your student **Arzoo Bapna** exposure to professional working environment by way of a summer training assignment as part of the student's course with your institute.
2. The student will undergo this summer training at our organization with effect from **22-Jan-24** till **28-Jun-24**. The student during the period of internship/ training shall abide by the Organization policies.
3. Notwithstanding any other provision, during the period of summer training:
 - a. Our organization shall be entitled, in its sole discretion, to send the student back to your institute at any time, with prior intimation to you, and /or
 - b. This arrangement will end automatically on the student ceasing to be enrolled with your institute at any time, and you shall apprise us in this regard.
4. During the period of this training our organization shall pay a monthly stipend of **Rs. 85000** to the student, subject to deduction of tax at source, if applicable. No other sums, expenses or costs shall be payable unless approved in writing by our organization.
5. The details of the project/training assignment(s) shall be communicated to the student from time to time during the training period.
6. The student shall, if required for purpose of the project/assignment, travel anywhere in or outside India at the sole discretion of our organization. In case of travel to location other than our office in **Bangalore** suitable travel arrangements/reimbursements of travel expense shall be made as per our company rules.
7. We confirm that this training does not in any way constitute or imply any relationship of employer/employee between our organization and the student.

We shall be happy to provide any more information required by you.

Kindly acknowledge the receipt of this letter and confirm acceptance by sending across a signed copy for our records.

Thanking you,

Dr. Sachin Gulati
Director - India Campus Recruitment

Digitized by

Arzoo Bapna

07-Dec-2023 | 7:06:39 AM MST

6. **Salary** – Your CTC will be Rs. 6,00,000 per year. Salary will be paid monthly. Break-up of salary is mentioned below:

Basic Salary	4,15,000
HRA	1,25,000
Retention Bonus	60,000
Cost to Company (CTC)	6,00,000

7. **Retention Bonus** – You shall receive Retention Bonus after completing one year with the Company. This bonus will be paid out over the period of next 12 months. This bonus is renewable on completion of every 12 months with the Company but does not guarantee your employment for any specific period of time. The Company reserves the right to terminate you at any time and for any or no reason, subject to the provisions of your Employment Agreement with the Company. Tax will be deducted on this bonus amount as per government regulations. You must remain actively employed and in compliance with the Company's policies and directives concerning job performance and conduct as of payout date in order to earn and receive your Retention Bonus payment. In the event that you resign or the Company terminates your employment during the bonus Period, you will not be entitled to receive any Retention Bonus Payments.

8. **Deductions** – Tax will be deducted from your paycheck as per government regulations.

9. **Holidays and Leaves** – You will be entitled to 5 days of paid leave during your first year of employment. For second year and thereafter, you will be entitled to 10 days of paid leave per year. You are entitled to encash any unused paid leaves at the end of your employment year. These paid leaves are in addition to customary national holidays observed. You will be provided with the list of holidays on your first day of employment.

10. **Work hours** – Your manager will work with you to define your normal business hours.

11. **Training** – You will undergo AppPerfect training for 30 days from the start date of employment.

12. **Service Agreement** – As AppPerfect will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve AppPerfect for a minimum period of 2 years after joining.

AppPerfect

Plot No. H-21, IT Park, RIICO Industrial Area, MIA (Extn.) Udaipur (Raj.)
Email: admin@appperfect.com / Web: www.appperfect.com

August 5, 2023

Arzoo Bapna
Udaipur (Raj.)

Dear Ms. Bapna:

Having reviewed your educational and other credentials, and discussed our requirements with you, we are happy to offer you full-time employment with AppPerfect. Details of the offer are as follows:

1. **Employment Agreement** – reviewing and agreeing to AppPerfect's "Employment Agreement for Technical Employee".

2. **Designation** – Your designation will be that of a **Software Engineer**.

3. **Job Duties** – As a Software Engineer, your primary duties include, but are not limited to, the following:

Develop, enhance and maintain software programs. Develop new modules based on provided specifications. Enhance existing modules with new features. Fix bug and provide general maintenance of existing program modules. Additional duties include interacting with customers to resolve implementation issues and write and review product documentation.

4. **Compliance** – While working at AppPerfect, you agree to comply with all company rules, policies and standards.

5. **No Conflicts** – You agree not to undertake employment, whether full-time or part-time, as a Director/partner/member/employee of any other organization or entity engaged in any form of business activity without the written consent of AppPerfect.

13. Termination – After successful completion of 2 years of service agreement, you may terminate employment without cause with a 90 days' notice.

AppPerfect may terminate your employment ANY time (including the 2-year service agreement period) with or without cause or notice.

14. Start Date – Your start date will be communicated to you within a few days.

15. Document Verification – On the first day of employment, please bring along all documents, in original, that verifies your age, qualification and work experience.

16. Confidentiality – This offer letter and its content are confidential. You may not share this letter or disclose its content with anyone unless required by law. Unauthorized disclosure of this letter and its content will lead to immediate termination of this job offer

17. Acceptance – To accept this offer, review this offer letter, sign and return us the document.

Feel free to contact me if you have any questions. We look forward to working with you.

Best Regards,



Sandeep K.
Manager HR / Operations
AppPerfect

I ACCEPT

Signature

Name

Date