**Offer Letter No. : SR181203 Date: 08/03/2018**

**Letter of Offer**

**Dear Sanjay Rajpurohit**

We’re delighted to extend this offer of employment for the position of **Junior Associate-IT** with Informatics Matrix. Please review this summary of terms and conditions for your anticipated employment with us.If you accept this offer, your joining date will be **12/03/2018** and you would report to **Dhrupad Srivastava.**

Please find below the terms and conditions of your employment:

**Position**: Your title will be Junior Associate-IT, and you will report to the Dhrupad Shrivastava. This is a full-time position. While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

**Hours and Compensation**: This is a Full-time position requiring approximately 54 hours per week.

**Employee Benefits**: As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company’s vacation policy. You can avail 18 paid leaves per year.

**Proprietary Information and Inventions Agreement**: Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company’s standard Proprietary Information and Inventions Agreement.

**Privacy:** You are required to observe and uphold all of the Company’s privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

**Interpretation, Amendment and Enforcement:** This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

**Cash Compensation**:

* Your first three months salary will be 3,000/- per month and depending upon your performance it will differ after completion of your training period.
* You have to surrender your 10th original mark sheet with us for verification process.

You are requested to sign a copy of this offer letter in token of your acceptance.

Yours sincerely,

Informatics Matrix

**Authorised Signatory**

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I have read all the terms and conditions of the offer and would like to confirm my acceptance. I further understand that this letter of offer is conditional and my appointment is subject to successful completion of induction training and also satisfactory results of my verification and my reference checks. I further agree that I am bound by the contents of this letter, my undertaking and indemnities to the company as well as by the service conditions of the company. I have understood all such terms and conditions and my appointment shall be subject to all such terms and conditions.

**Signature of Candidate**: Date: Place: