

**Smart Factory Solutions (India) Private Limited**  
Plot No. 09, Ecotech -1 Extension, Kasna,  
Greater Noida, U.P - 201308  
✉ info@smartfactoryworx.com



**Mr. Lakshit Singh Rathore**  
**manishsrathore121@gmail.com**  
**Udaipur, Rajasthan**

**Date: 6<sup>th</sup> January 2020**

## **OFFER LETTER**

**Dear Mr. Lakshit,**

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you the position of **GET (Band – T3)** with Smart Factory Solutions (India) Private Limited, Udaipur.

### **1. Compensation**

You will be paid consolidated & fixed stipend of **INR 16,000/-Per Month**. Compensation will be governed by the rules of the Company on the subject of statutory deductions, as applicable and/or amended hereafter.

### **2. Place of posting**

Your posting will be presently at **Udaipur**. However, during employment of the Company, you may be posted / transferred to any of the offices / projects / divisions/departments / units / subsidiaries / sister concerns of the Company, existing or to be set up at any other location anywhere in the world, with or without any additional remuneration.

### **3. Probation / Confirmation**

On joining the company, you shall be on training period for one year. During training, the period of notice required for resignation is 7 days on either side. Post Confirmation notice period will be 30 days. The training period is extendible at the option of the Company. After satisfactory completion of the training period your position will be confirmed in writing, failing which you will continue to be deemed to be on training.

### **4. Joining**

Your **Joining Date will be 8<sup>th</sup> January 2020** and at the time of joining you are requested to meet HR coordinator.

### **5. General**

The offer is also subject to the terms and conditions of the Employment and as per the policies of the Organization applicable from time to time.

All knowledge, information, and material that you receive from Smart Factory Solutions (India) Private Limited. concerning Smart Factory Solutions (India) Private Limited. or its client business and every aspect thereof, is intended to be confidential & proprietary information of Smart Factory Solutions (India) Private Limited and of its clients. You shall hold such Information, (including, but not limited to management research and development, solution models, ideas, plans, processes, marketing strategies, client lists, visiting cards), in strictest confidence and shall not disclose the same

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CIN - U74999DL2019FTC350427

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to others, nor use it in any way or permit others to use it in any way, commercially or otherwise, without the prior consent of Smart Factory Solutions (India) Private Limited.

Your position is of whole-time employee of the company and you shall devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or to be interested directly or indirectly in any other trade or business during the employment with the company without permission of the management.

**6. Code of Conduct**

This offer letter is governed by the following code of conduct. You always need to maintain highest order of integrity and loyalty to the company. You must follow codes of conducts mentioned below: -

- a) Compliance with the law of Land
- b) Adherence to company policies and procedure
- c) Information furnished must be accurate and decisions transparent
- d) Information must only be accessed by authorized personnel and protected from undue disclosure.
- e) Information that must not be legally disclosed should be kept confidential.
- f) Company assets will be used with care and responsibly and will not be used for any unlawful activity or against the interest of the company
- g) Hardware and software must be used only for corporate purposes or other expressly authorized uses.
- h) Any know-how developed in the workplace environment is reserved to the company.
- i) Responsible for the definition and proper functioning of internal controls in your sphere of influence.
- j) Salary details will not be shared or discussed anyone besides reporting official or HR department
- k) For at least 3 years after leaving SFS, you will not get employed directly or indirectly with any supplier or sub-contractor who has worked with SFS in the past or present.
- l) Should not be facing conviction and/or bankruptcy
- m) The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited
- n) You would not disclose contents of any agreements that SFS has with its customers, suppliers, affiliates etc. to a third party.

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Please note this is just an indicative list of expected code of conduct, any behaviour which is not in interest of company and/ or is against general moral practices can be considered breach of code of conduct.

You will be bound by the service rules and company regulations in force at the time, along with such changes as may be made from time to time.

This offer letter is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment may be terminated without notice or salary in lieu of notice.

You are required to sign and submit a copy of this offer letter as a token of your acceptance of our terms and conditions.

This offer stands valid till **8<sup>th</sup> January 2020** failing to join on or before this date makes this offer null and void.

Welcome to Smart Factory Solutions (India) Private Limited. We wish you a long, rewarding and fulfilling career and look forward to your joining with us.

Yours Sincerely,

(Authorized Signatory)

I, **Lakshit Singh Rathore**, accept all the terms and conditions as stipulated in this offer letter.

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Date

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Signature

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