



**Date – 03<sup>rd</sup> October 2021**

**Name – Rishu Kakran**

**Address - B-529, GD  
colony, Mayur Vihar Ph-3,  
Delhi-96**

**Subject: Offer of Employment**

Dear **Rishu**,

**Congratulations!**

With reference to your interview with us, we are pleased to inform you that you have been selected for an employment with Payiza Technologies Private Limited (“Payiza” or “Company”).

Your appointment will be effected on your formal acceptance of the terms of appointment and upon completion of prescribed formalities.

Enclosed below are the brief terms of employment. A detailed Terms and Conditions document will be required to accepted by you on the day of joining:

1. Your Role Title will be **Social Media Marketing Executive**, The Role Title may be modified or withdrawn at Company’s discretion.
2. Your Annual Cost to the Company will be **INR 2,16,000 LPA** /-.
3. Your base location is A1/C, Sector 16, Noida. Your initial place of work will be A1/C, Sector 16, Noida. The Company reserves the right to change your place of work to any location / subsidiary / associated companies depending upon business requirements.
4. Working hours may vary across the business depending upon the role or project you are assigned to. Some specified roles may also require shift working outside of normal working hours in order to fall into line with overseas working hours. While working on projects overseas working hours and notified holidays of the client location will apply.

5. You will be on probation for a period of three months from the date of your joining, which may be extended at the absolute discretion of the Company. You would be deemed to be on probation until you receive written communication confirming the successful completion of your probationary period. During probation period,( Company) will be entitled to terminate the employment upon giving not less than one month's notice in writing .However, in the Cases of gross misconduct/unsatisfactory or non-performance, the Company reserves the right to terminate your employment immediately without giving any notice.

During the probation period you will be entitled for the salary as decided between you and Company, subject to the following condition:

- i) If you leave the company or terminate your employment with the company by any manner before the 30 days time period from the date of your joining date, you will not be entitled for any salary/wages/remuneration of whatsoever.
- ii) If you leave the company or terminate your employment with the company by any manner after the 30 days time period from the date of your joining date and before the end of your probation period, you will be entitled for only 50% of your salary/wages/remuneration.
- iii) If you leave the company or terminate your employment with the company by any manner after your probation period, you have to serve one month notice period or you have to pay one month salary to the company if you are not willing to serve the notice period.
- iv) Your full and final settlement will be done according to the provisions laid down in clause No .06 of your Appointment cum Agreement Letter.

Payiza Technologies reserves the right to change the terms and conditions of employment, including changes that may be required to comply with tax, employment and other legislation, or as a consequence of changes to administration procedures.

The Company reserves the right to conduct a background verification on the information supplied by you during your selection process and if upon verification, at the time of Offer or at a later date, it is found that you have furnished wrong information your services to the Company will be liable for termination. A list of mandatory documents that you need to submit as a part of your on-boarding process is enclosed as Annexure 1.

These documents are mandatory to be carried on the day of joining; Photocopy and Originals (Originals will be returned upon verification on joining date)

The validity of this offer is subject to your joining us on or **05<sup>th</sup> October 2021** beyond which this offer stands withdrawn.

You are required to sign the duplicate copy of this Offer of Employment and return it to us by way of acknowledgement and acceptance of its terms.

We welcome you to the Payiza Technologies family and wish you a rewarding and successful career with us. Regards

**Accepted and Confirmed**

Name.....

Signed.....

Date.....

Contact Details.....:

Emergency Contact no :.....



## Annexure – 1

### List of Mandatory Documents Required for Background Verification and Joining

<p><b>Background Verification:</b></p> <p><b>Address Proof (any one)</b></p> <ul style="list-style-type: none"><li>• Permanent Address Proof – Passport, Driving License, Voters card, Aadhar ID</li><li>• Hostel / Paying Guest / Residing with Friends – Attested letters or Lease agreement copies</li></ul> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>• Post-graduation / Graduation Degree certificate and mark sheets for all semesters / years / final consolidated mark sheet</li><li>• Final semester mark sheet (internet version) and Provisional degree certificate may be given if highest qualification attained in last 1 year.</li><li>• Name, Address &amp; Contact details of the college through which Graduation / Post graduation attained ( Only Information Required )</li></ul> <p><b>Employment:</b> All employments</p> <ul style="list-style-type: none"><li>• Experience certificate/ Relieving Letter/ Resignation Acceptance with Employee Code</li><li>• Salary Slip / Bank statement of last 3 months of last employer/ Last 3 months salary slips preferred for previous employments. Increment Letter of each employer</li><li>• Full &amp; Final Statement (If any)</li></ul>	<p><b>Joining:</b></p> <p><b>Address Proof (any one)</b></p> <p>(Present and Permanent Address Proof (If different then provide separate proof))</p> <ul style="list-style-type: none"><li>• Permanent Address Proof – Passport, Driving License, Voters card, Aadhar ID</li><li>• Hostel / Paying Guest / Residing with Friends – Attested letters or Lease agreement copies</li></ul> <p><b>Education:</b></p> <ul style="list-style-type: none"><li>• Standard X and XII mark sheets and certificate</li><li>• Post-graduation / Graduation Degree certificate and mark sheets for all semesters / years / final consolidated mark sheet</li></ul> <p><b>Employment:</b> All employments</p> <ul style="list-style-type: none"><li>• Experience certificate/ Relieving Letter/ Resignation Acceptance</li><li>• Salary Slip of last 3 months / Salary Certificate</li></ul> <p><b>Additional Documents</b></p> <ul style="list-style-type: none"><li>• 2 passport size photographs</li><li>• Photo ID Proof (e.g. PAN Card / Driving License / Voter ID Card)</li><li>• PAN Card</li><li>• Passport</li></ul>
<p><b>Note:</b></p> <ul style="list-style-type: none"><li>• Above Documents are <b>mandatory</b> to be carried on the first day of joining; <b>Photocopy and Originals</b> (Originals to be returned upon verification)</li><li>• Please carry <b>minimum one set of photocopies</b> for document required for both Background verification as well as Joining</li></ul>	