

Private & Confidential

03 Mar 2021

Shivam Bhatti
A-104 Phase-5 Street No. 5 Aya
Nagar, , Delhi, DELHI - 110047

Subject: Appointment Letter

Dear Shivam,

You are hereby appointed as Assistance Coordinator with effective from 03 Mar 2021 with AWP Assistance (India) Private Limited on the following terms and conditions:-

Place of Posting:

You would initially be posted in Sec-66 at Sec-66. However, your services are liable to be transferred to any of the Company's offices in India. During the tenure of such transfer, you would be governed by the rules, regulations and conditions of service of that location. It is clarified that your services are liable for transfer from one state to another in India.

The office / branch may be operational 6 days a week and you would be expected to attend duties during the shift / working hours as may be assigned to you from time to time. Privilege Leave, Sick Leave, National and Festival holidays shall be as per the Company policy.

This offer of appointment has been made to you based on the information and documents provided by you at the time of interview. In case any discrepancy is found in the documents / information provided by you, this Appointment would automatically stand cancelled.

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The Company has no liability whatsoever in this regard.

Compensation and Benefits:

Your Annual CTC will be Rs. 215,000.00/- (Rupees Two Lakhs Fifteen Thousand Only/-) and shall be subject to statutory deductions. However, if you work for less than the prescribed normal working period due to inability on your part, your salary will be calculated on the basis of actual period of work at the above rate. Increments will depend on your Annual Performance Review and the same cannot be claimed as a matter of right. The components of your salary are provided in the attached Annexure and would be governed by Company policies as amended from time to time. You shall bear your own taxes that shall be deducted from your salary and/or other dues. For going on duty outside place of employment, you shall be governed by TA/DA rules of the company, if applicable in your case.

Term:

Notwithstanding clause 3.2, you shall remain on training for around 15 days before you become a probationer. The validity of this letter of appointment beyond the period of the said training shall be subject to successful completion of the process of training as per the qualifying criteria of the Company. All terms and conditions including the payment for the period of training shall remain effective until the end of the training period, in the event of your failure to pass the training as aforesaid.

You will be on probation for a period of 45 Days from the date of joining duties. You would be confirmed in the services of the company based on your performance review at the end of the probation period. In case your performance is found to be unsatisfactory, your services are liable to be terminated or your probation period may be extended as the Management may deem fit. Confirmation of services is not automatic and your services would not be deemed to have been confirmed unless communicated to you in writing.