Skillmine
Technology • Consulting • Services

info@skill-mine.com
www.skill-mine.com

12-Jun-2025

Amit Kapoor,
Delhi
India

Offer Letter

Dear Amit,

We have pleasure in appointing you in our Company as a **Senior Cyber Security Engineer** at **Delhi.** Please note that the employment terms contained in this letter are subject to Company policy.

Your date of appointment is effective from **16-Jun-2025**. In case you fail to join your duties by the date mentioned, the Management reserves the right to cancel this offer letter. Please note that the employment terms contained in this letter are subject to Company policy.

1. COMPENSATION AND BENEFITS

Your annual cost to the company at the commencement of your services will be **Rs. 13,00,000 (Thirteen Lakhs Only)**.

Your salary structure indicating Basic pay, allowances and statutory deductions is enclosed as Annexure A.

2. DUTIES AND WORK TIMINGS

a. You are required to perform services for the Company as assigned by the Company officers who are designated as managers to supervise your work. You are required to comply with all the procedures, rules, and regulations of the Company. During your employment, you will not directly or indirectly engage in any conduct that is not in the best interest of the Company.

b. We work 5 days a week with 9 hours of work per day. However, your exact hours of work and timing will vary as per organization's business needs.

3. TRANSFERABILITY

Your initial place of work will be at **Delhi**. However, your services are transferable, and can be transferred/ seconded or deputed by the company to :

a. Any Skillmine office in India or abroad, whether existing at the date of your appointment or to be established thereafter at the option of the company.

b. Any Operation in India or abroad under the management and /or ownership of Skillmine.

4. TERMINATION OF PERMANENT SERVICE

a. You will automatically retire from the service of the Company on attaining the superannuating age of 60 years.

b. If you are absent without leave or remain absent beyond the period of leave originally granted or sub - sequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless:

i. Return to work within 2 days from the commencement of such absence and

ii. Give an explanation to the satisfaction of the Management regarding such absence.

c. In case of Abandonment or Abscond from duty or no show the employee in question would be liable to pay for the applicable notice period, for the loss caused to the company on account of sudden disruption of work.

d. In case of your voluntary resignation the notice period is Three (3) months, any shortage in serving the said no - tice period will be recovered at the rate of monthly salary for the shortfall days. However, in the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to completion of the stipulated notice period of Three (3) months, without any pay in lieu of the notice period except the term served.

e. Your employment may be terminated without prior notice or compensation in lieu thereof for just cause. Just cause includes reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude and acts of indiscipline but is not limited to the above-mentioned reasons and without limiting the generality of these terms.

f. Except for the above-mentioned reasons in this appointment letter, in cases of Company-initiated separation due to redundancy or retrenchment, the company will provide you with a one (1) month prior written notice. During this notice period, we will collaborate with you to ensure a smooth transition."

5. GENERAL

a. You shall be covered by the service rules and regulations including conduct, discipline, and administrative orders and any such other orders of the Company that may come in force from time to time.

b. You shall be required to sign and abide by the Code of Conduct which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.

c. The present designation is subject to change depending upon work assignment from time to time.

d. In the event where the company has paid for your relocation or any bonus at the time of your joining, all expenses borne on account of relocation and/or any lump sum paid to you as per the Company's policy will be recovered from you, if you resign from the Company before a period of one year (12 months).

e. On acceptance of separation notice, you will immediately hand over all company assets/materials/data before you are relieved or shall not make or retain any copies of these items.

Skillmine
Technology • Consulting • Services

info@skill-mine.com
www.skill-mine.com

Your appointment for the post of **Senior Cyber Security Engineer** is totally based on the information provided by you. In case we found the information is incorrect/false your services will stand terminated without any notice and reasoning during employment.

The terms of this Letter of Appointment are strictly confidential. Please sign and return a copy of this letter as acceptance. We look forward to a mutually rewarding association.

Yours Sincerely,



Samir Mehta
Director - Talent Delivery
Skillmine Technology Consulting Pvt Ltd

I hereby agree to accept the employment on the terms & conditions in the aforesaid offer letter.

Name:

Place:

Bangalore

Brigade Tech Park,4
Block B, 7th Floor, 701, 702 & 703
House No- 134/2, ITPL Main Road,
Pattandur Agrahara, Whitefield,
Bangalore-560066, Karnataka.

Mumbai

Level 2, Imperium Building
Vijay Nagar, Marol, Andheri East,
Mumbai-400059
LANDMARK : Seven Hills Hospital

info@skill-mine.com
www.skill-mine.com

Annexure – A

Components	Monthly	Annual
Base Salary		
Basic	37,917.00	455000.00
HRA	15,167.00	182000.00
Special Allowance	49,827.00	597925.00
Total - Gross Salary	**102,911.00**	**1234925.00**
Retirals		
PF Employer	1,800.00	21600.00
Gratuity	1,822.93	21875
Group Insurance	1,800.00	21600
Total Fixed Pay		**1300000.00**
Total - Cost to Company		**1300000.00**