**Rahul Jat** **Date: 19th March 2024**

**Phone Number** : 7976040985
**Email ID:** ✉ - rahuljat7851@gmail.com
**Subject:** Letter of Appointment as **"Customer Success Executive"**
**Location:** Jaipur, Rajasthan
**Grade:** E1-B
**Date of Joining:** 18th March 2024

Dear Rahul,

We are pleased to offer you the position of **"Customer Success Executive"** in our organization at an annual CTC of **Rs. 1,92,000 (Rupees One Lakh Ninety Two Thousand Only)** Including PF and ESIC.

Please refer to the below mentioned terms and conditions of your appointment with Axestrack Software Solutions Pvt. Ltd. You may find your detailed salary structure in Annexure II.

## ANNEXURE-I

1. The shift hours will be between 9:30 A.M.to 6:00 P.M. Monday to Saturday.
2. It will be necessary that you need to work from office full time and beyond the laid down working hours as and when required during our working days i.e., Monday to Saturday.
3. You will be eligible for 24 Leaves in a complete financial year. This will be credited to your employee leave account on a monthly pro-rata basis as per your joining date. An additional list of National and Regional/Restricted Holidays will be circulated before the beginning of the FY.
4. Your monthly salary package is mentioned in Annexure II.
5. Upon leaving the services of company for whatsoever reason you will return to the company all tools, papers, software code, documents and any other articles and / or copies there of belonging to the company which may at that time be in your possession.
6. You may be transferred among sections /departments/divisions/offices within the company.
7. During the period of your association Axestrack Software Solutions Pvt. Ltd (Axestrack) shall respect you for honesty, faithfulness, diligence and efficiency, which shall lead to the growth of the company and in turn of all its employees.
8. You will be under the probation period during the initial 3 months and post confirmation you will be termed as a permanent employee. Probation may vary from 3-6 months depending on your performance.
9. The separation notice period shall be of 30 days with Axestrack during probation and post confirmation too. This varies as per your assigned grade and company policy. However, when an employee tender's resignation, management reserves the right to waive the notice period at its discretion and relieve the employee early without any financial liability on either side.
10. You are requested to deal with all company's properties like s/w development material, documents and business data with honesty and best of professional ethics.
11. It is also informed to you that all the INTELLECTUAL PROPERTY RIGHTS related to every aspect of all material developed as stated above as part of your contribution and stay at Axestrack, lie fully with Axestrack and Axestrack has all rights to use as is or expand the scope and make commercial activities out of the said deliverable.
12. Only those authorized by the company Directors can sign all legal documents, or any other documents and understandings of business representing the company, similarly only authorized professionals can speak, release information, give public interviews on behalf of the company.

13. You will not divulge to anyone in any form, documentary or otherwise, any information or particulars or details of any trade or business or other matter of the company, which may come to your knowledge by reason of yours being an employee of the company.
14. You are expected not to share with, or disclose to, any outsider or to anyone who is not concerned, your salary, the official confidential information like scope of the project and its requirements, platforms of development, customer details, algorithms etc. design related issues, components supplied by customers like: documents study material test beds etc., and all other confidential information as signed by Axestrack with all its customers relating to your projects(s) or the projects Axestrack is involved into which you are accessible or possessing.
15. You shall not leave the Project or Projects directly under your control, half finished, at the time of resignation. In other words, you shall commit to logically conclude or complete the project(s), which you will be monitoring at the time of your resignation.
16. You will not take up or indulge or participate in any other employment/side business/freelancing/pro-bono without a clear declaration of the nature of the work to the company and have written approval from the company about the same. Non-disclosure of any such action will lead to direct termination.
17. The offer is made subjected to verification of all proofs related to academic qualifications, age, experience and current salary drawn.
18. All statutory deduction from your salary is based as per laws.
19. All disputes are subject Jurisdiction of Jaipur only.
20. You are expected not to share or discuss about your CTC or increment details with anyone apart from your Reporting Manger and HR.
21. You shall be required to carry a mobile having version equal to Android 7.0 during the office hours while in employment at Axestrack.
22. This offer will be valid for 3 days from the date of this letter and will automatically expire after that. If this offer of employment is acceptable to you, please share your acceptance of employment by confirming via email and providing a signed scanned copy of this document within 3 days.

**For Axestrack Software Solutions Pvt. Ltd**



**Vipra Jain**
**Asst. Manager- Human Resource**

**ACCEPTANCE**: I have carefully read and understood the terms and conditions of my employment outlined in the Appointment letter and the Annexure to it. I agree to abide by the terms and condition and affix my signature hereto to signify my acceptance.

**Name: Rahul Jat**
**Signature:**

**DECLARATION**: I agree that I shall not in any manner whatsoever, represent and/or claim that I have any interest by way of ownership, assignment or otherwise in the same. At all times, during my employment and thereafter, I will not disclose to anyone outside AXESTRACK nor use for any purpose other than my work for AXESTRACK: any confidential or proprietary technical, financial, marketing, manufacturing, distribution or other technical or business information or trade secrets of AXESTRACK including without limitation, concepts, techniques, processes, methods, systems, designs, circuits, cost data, codes, computer programs, formulae, development or experimental work, work-in-progress, customers and suppliers, any information which AXESTRACK is obligated to treat as confidential or proprietary or any confidential or proprietary information which is circulated within AXESTRACK via its internal electronic mail system, intranet or otherwise.
If I have any questions as to what comprises such confidential information, as to whom, it may or may not be disclosed, I will consult with Company's CEO or anyone from the Top Management Group (TMG) or HR Head.



Jaipur Office: 619 Jaipur electronic market building,
gopalpura bypass
Jaipur-302018
Phone: 0141-6500403
E-mail- accounts@axestrack.com

**ANNEXURE- II**

| **Name:** | Rahul Jat | **Location:** | Jaipur |
|---|---|---|---|
| **Designation:** | Customer Success Executive | **DOJ** | 18-03-2024 |
| **Actual (Rs.)** | | **Deductions (Rs.)** | |
| Basic | 9800 | P.F (Employee) | 1411 |
| Performance Allowances | 980 | PF (Employer) | 1529 |
| HRA | 1294 | ESIC (Employee) | 98 |
| Conv. All. | 490 | ESIC (Employer) | 425 |
| Medical All. | 490 | Bonus | 992 |
| Employer Contribution to PF | 1529 | | |
| Employer Contribution to ESIC | 425 | | |
| Bonus | 992 | | |
| **CTC (Rs.)** | **16,000** | **Total Deduct. (Rs.)** | **4455** |
| **Net Salary Payable:** | | **INR 11,545.00** | |

**Note: Bonus will be payable as per norms.**

**For Axestrack Software Solutions Pvt. Ltd**



**Vipra Jain**
**Asst. Manager- Human Resource**

**ACCEPTANCE**: I have carefully read and understood the terms and conditions of my employment outlined in the Appointment letter and the Annexure to it. I agree to abide by the terms and condition and affix my signature hereto to signify my acceptance.

**Name: Rahul Jat**
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