

Magus Infratech Pvt. Ltd.

601, 6th Floor, Hubtown Solaris, N.S. Phadke Road, Near Gokhale Bridge,
Andheri (E), Mumbai - 400 069. Tel.: +91 67354700 Fax : +91 67354702
E - info@magusindia.co | www.magusindia.co
CIN : U70100MH1995PTC094116



Date: 31/05/2022

Ms. Sonali Verma

A-15, Malad Sadhna,
New Era Circle,
Malad (W), Mumbai 400064
Maharashtra, India

Sub.: Appointment letter for the post of "Architect".

Dear Sonali,

Welcome to Magus Infratech Pvt. Ltd.

It is with pleasure that we would like to appoint you for the position of **Architect** with **Magus Infratech Pvt. Ltd.** ("the Company"). We are happy to have you as part of our team as we hope your skills & experience will be a valuable contribution to the Company and clients. The terms & conditions of appointment are as outlined below:

1. Your date of Joining with **Magus Infratech Pvt. Ltd.** is **5th May, 2022.**
2. You will be entitled for salary, perquisites and other benefits are as per the Annexure I enclosed herein.
3. Your initial place of posting would be **Andheri, Head Office** however your services are transferrable as per the needs of the business. We expect you to comply fully with the reporting authority assigned to you as per the Company rules & regulations.
4. **Probation:**
 - 4.1. You will be on a probation period of **Six** months from the date of joining.
 - 4.2. During probation period, you will be expected to report to appropriate authority as directed by the Company from time to time.
 - 4.3. On successful completion of the probation period, your services will be confirmed in writing and you may be assigned to any department or branch of our organization existing or future.
 - 4.4. In the event of unsatisfactory performance during the probationary period, your services will be subject to termination without any notice or notice pay.
5. **Work Ethics:**
 - 5.1. We expect your behavior to be very transparent and open with the Company and that you will share all necessary information which might have impact on the Company's interest or your position within the Company, with the Company or any authorized personnel from the Company.
 - 5.2. You are expected to provide highest priority to best interest of the Company and act accordingly while executing your role in the Company.
 - 5.3. The Company attaches lot of importance to well grooming and personal hygiene. Adherence to the same is expected and appreciated.

Received & Accepted

Date - 19/7/2022 Employee Signature

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**6. Confidentiality:**

- 6.1. All the Employees at one time or another will receive personal, privileged and/or confidential information. That information may concern other Employees, the Company's operation or other organizations with whom the Company conducts business. You are obligated to ensure that this information remains confidential and is not disclosed. This is true regardless of whether you are actively employed, on leave or your employment with the Company terminates (for any reason).
- 6.2. Employees who disclose such sensitive information will be disciplined, up to and including immediate termination. If your employment with the Company terminates, for any reason, you must promptly return to the Company all confidential documents and other materials that you have. You are not permitted to retain copies of any such documents or material.
- 6.3. Any such disclosure will consist as breach of confidentiality and will result in necessary legal action from the Company's side.

7. Intellectual property:

- 7.1 Any new or advanced method of improving processes, system in relation to any process of services/ projects/ products or operation of the Company created, discovered or adopted by you during your tenure with Magus will be fully communicated to the Company and will be and remain sole right/property of the Company.

8. No dual employment:

- 8.1. During the course of your employment in the Company, you cannot take up employment anywhere else, on part time, full time basis, advisory or retainer ship basis; You cannot privately render your professional services, viz practicing advisory, consultancy or guidance for fees, commission etc.
- 8.2. You would not misuse your working hours in our organization for any private consultancy whatsoever. Non-executive role for zero consideration in your family firm or social work/ NGO's is exempted.
- 8.3. In case of breach whatsoever, the organization will take strict action as may be necessitated.

9. Employee Development:

- 9.1. If necessary and on advise/instruction by the management, you will be expected to train other employees in your functional or specialized area and similarly undergo training in other functional / specialized areas without any additional remuneration.
- 9.2. You must always keep on upgrading your professional knowledge, skill and competence to keep abreast with the latest occurrences / developments in your profession / functional area and should be in a position to implement the same if required.

10. Salary:

- 10.1. Salary will be credited to your bank account between 10th – 15th of every month. You are expected to open a Bank Account as instructed by the Management for the purpose.
- 10.2. Increments in your salary are generally considered annually as per the Company's policy which is purely linked to your performance and contribution to the Company and other economic factors as assessed by the Management.

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Date - 19-7-2022 Employee Signature

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10.3. You must have minimum service of one year and confirmation is required for salary increment process.

11. Leave / Working Hours:

- 11.1. You will be expected to comply with working hours' / shifts regulations as notified by the Company from time to time. You must be ready to accommodate for any changes in the same depending on the Company's business requirements.
- 11.2. In line with this appointment you will be entitled to the following benefits:
- i. Festival holidays up to maximum 11 days per year (January – December), which shall be paid holidays, as declared by the management.
 - ii. Statutory Leaves 4 per year (January – December), which shall be paid holidays, as declared by the management.
 - iii. Planned leaves @ 15 days p. a. (January – December) & Sick Leave @ 3 days p.a (Eligible only after receiving written confirmation letter)

12. Transfer:

- 12.1. Your services can be transferred from one place to another, one team or section or division or department to another, as per the Company's requirements. Such changes will have no bearing on the total compensation provided to you.
- 12.2. Similarly, your services are liable to be transferred or deputed within any of the group companies existing or formed in future as per the Company's requirements. Such changes will have no bearing on the total compensation provided to you.
- 12.3. In case you are transferred to another Company or Group Company, the general terms and conditions of appointment to employees of that division or Group Company will be applicable to you.

13. Termination / Separation:

- 13.1. The appointment is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information or been involved in any misappropriation or leaked any information of the Company, it shall lead to termination of your services by the Company without any notice or compensation.
- 13.2. The Company for any reason whatsoever, can give immediate termination without any notice during the probation period and 15 days' notice after completion of probation period in writing to the other, to terminate the employment with the Company.
- 13.3. After confirmation, employee can resign by giving 02-months' notice period (Exceptional can be made based on role, responsibilities and discussion with the reporting head / Management)
- 13.4. Employee failure to serve the notice period will result in non-issuance of Full & Final, Relieving or Experience Letter.
- 13.5. After termination/ resignation whatsoever, all leaves, as may be pending, would lapse. No leave would be allowed during Notice period.
- 13.6. If Notice period is not served or notice period is served with absenteeism, then Salary for such month shall be forfeited by the Company.
- 13.7. You are expected to be with the Company for a minimum period of 1 year and if you discontinue before the above mentioned period one month's salary will be forfeited.

Received & Accepted

Date - 19/7/2022

Employee Signature

Sonali


Magus Infratech Pvt. Ltd.

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- 13.8. You will automatically retire from the services of the Company on the last day of the calendar month on which you attain the age of sixty (60) Years.
- 13.9. Your service is subject to immediate termination without any notice or notice pay any time in case of your involvement in any of following:
- i. Commission of an act of fraud, whether prior to or subsequent to the date of employment,
 - ii. Continuous, repeated, and willful failure or refusal to perform agreed duties with the Company,
 - iii. Prolonged unauthorized absence for more than 07 days without any information.
 - iv. Unsatisfactory work during the probationary period of employment.
 - v. Any gross negligence, insubordination or violation of any duty of loyalty to the Company,
 - vi. Leaked any information of the Company/client,
 - vii. Transferring of any official mails, data or information on your personal mail id/pen-drive or any other electronic data storages and violation of any IT Policy,
 - viii. In case of any kind of Mental Harassment / Sexual Harassments to anybody,
 - ix. Surfing prohibited files/ sites, viz confidential, pornographic, etc,
 - x. Wrong Commitment/Information made to any of our clients
 - xi. Violation of any other provision of this employment agreement.
 - xii. In case of breach of any term & condition as herein contained,
- 13.10. On acceptance of separation notice, from either parties, you will immediately give up to the Company all correspondence, books, documents, catalogues, cost data, market data, literature, drawings, effects or records etc., belonging to the Company or in relation to its business/ client and shall not make or retain any copies of these items.
14. **Non-Competition Clause:**
- 14.1. For a period of 1 (one) year after the termination of your employment with the Company, you will not directly or indirectly be associated with, manage, or advice an employer or firm that is in the same business and works for the same clients as Magus Infratech Pvt. Ltd.
- 14.2. After termination of your employment with the Company, you agree not to approach for hiring or hire the service of any individual employed with the Company, either on a permanent or a temporary basis, to directly or indirectly promote the business of any new employer or concern you may be associated with. You also agree not to approach the clients of the Company for your new employer or concern you may be associated with.
- 14.3. Non-Compliances of this clause will result in issuing legal action against the employee.
15. **General:**
- 15.1. You will keep us informed regarding changes in your address and telephone/landline/mobile number immediately. Your last available address will be taken as the correct one for all purposes.
- 15.2. Please note that the terms of employment enumerated above, can be added, deleted altered, modified etc, as per the requirement of the Company at the discretion of the Management.
- 15.3. If the above terms and conditions are acceptable to you, kindly return the duplicate copy of this letter of appointment after putting your initials on all the pages and signing in full on the last page at the appropriate space provided for the purpose in token of your acceptance.

Received & Accepted

Date - 19/7/2022  Employee Signature

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Finally, we would like to welcome you to the Magus team with a confidence and hope that we can look forward to a mutually rewarding future.

For *Magus Infratech Pvt. Ltd.*



Authorized Signatory**Declaration by Sonali Verma**

By signing this agreement, I acknowledge that I have read and understood all of its provisions and that I agree to be fully bound by the same.

Should I violate this Agreement, inadvertently or otherwise, I acknowledge that irreparable harm will result to Magus Infratech Pvt. Ltd. and that Magus Infratech Pvt. Ltd. shall be entitled to any remedy, legal or equitable to correct any harm which results from such violation.


Name:

Signature:

Date:
Place:

Received & Accepted

Date - 19/7/22


Employee Signature

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**Annexure I (Break-up of Monthly Salary)**

Name: Ms. Sonali Verma Grade: M5 Designation: Architect		
Components	Monthly	Annually
Basic	22,500	2,70,000
HRA	6,750	81,000
Medical Allowance	1,250	15,000
Conveyance Allowances	1,600	19,200
Education Allowance	200	2,400
Special Allowances	11,200	1,34,400
Mobile & Travelling Allowance	1,500	18,000
Gross Salary (A)	45,000	5,40,000
Deductions (B)		
Professional Tax Deduction	200	2,500
Income Tax Deduction as applicable	—	
Net Take Home Salary per Month (A-B)	44,800	5,37,500

(Salary Offered: Rupees Forty Five Thousand Only)

Extra Perks:

1. Medical / Accidental Insurance Coverage of 3 Lac for Self post confirmation.
2. Leave Rules Applicable as per company leave policy.
3. This offer is subject to correct and true information provided by you. If any information is found to be untrue then the offer may be revoked.
4. All Deduction are as per statutory norms.
5. Income Tax shall be deducted as per the provisions of I.T Act.

For Magus Infratech Pvt. Ltd.


Mayur Suchak
Managing Director

Received & Accepted

Date - 19/7/22


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05/05/2022

Ms. Sonali Verma,

Subject: Selection as "Architect"

Dear Sonali,

With reference to the interview you had with us and the subsequent meetings, we are pleased to offer you the position of "Architect", on the following terms and conditions.

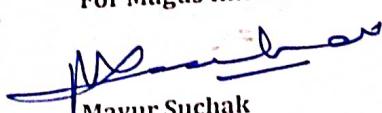
1. Your initial place of posting will be at **Head Office**.
2. Your services are transferable to any place of business of the Company from time to time.
3. Your annual gross remuneration package will be as per the Annexure-A enclosed by us, the details of which will be furnished to you upon your taking up the assignment.
4. You will be governed by the rules, regulations, systems, practices and policies of the Company as are / may be in force from time to time, unless otherwise specifically stated.
5. Your Probation period will be for **06 Months**, depending on your performance you will be issued a Confirmation letter.
6. You are requested to take up your employment on or before 15 days of your receipt of this letter.
7. You are expected to be with the company for a minimum period of one year and if you discontinue before the above mentioned period one month's salary will be forfeited.
8. You are requested to bring all your educational certificates, experience certificates, identity proof on the date of joining.
9. You are also requested to mail/submit your resignation acceptance within 5 working days from the date of issue failing which this Offer letter would deem to be invalid.

All other terms and conditions governing your employment with the organization will be specifically mentioned in the formal Appointment letter.

Kindly acknowledge the letter of intent and send us the same for our records.

We look forward to your association with our organization.

Thanking you,
For Magus Infratech Pvt. Ltd.


Mayur Suchak
Managing Director

ACCEPTANCE OF CANDIDATE

I accept the offer and conditions mentioned in the aforesaid letter. I will join my duties on _____, 2022.

Place:
Date:

Signature of the Candidate
(Sonali Verma)

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Break-up of Monthly Salary

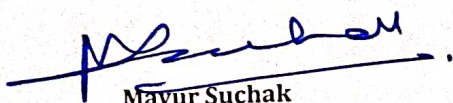
Name: Ms. Sonali Verma Grade: M5 Designation : Architect		
Components	Monthly	Annually
Basic	22,500	2,70,000
HRA	6,750	81,000
Medical Allowance	1,250	15,000
Conveyance Allowances	1,600	19,200
Education Allowance	200	2,400
Special Allowances	11,200	1,34,400
Mobile & Travelling Allowance	1,500	18,000
Gross Salary	45,000	5,40,000
Professional Tax Deduction	200	2,500
Income Tax Deduction as applicable	—	
Net Take Home Salary per Month	44,800	5,37,500

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Thanking you,
For Magus Infratech Pvt. Ltd.


Mayur Suchak
Managing Director

Signature of the Candidate
(Sonali Verma)