

04th January 2021

Ashwini Kalal
Sri Karthika Homes PG,
2nd Cross Road, NeeladriNagar, Electronics City Phase 1,
Bangalore-560100

Subject: Appointment letter for the post of "Test Engineer"

Dear Ashwini Kalal,

We are pleased to offer you, the position of 'Test Engineer' with Altorum Leren Pvt. Ltd. on the following terms and conditions:

This agreement is solely between you and Altorum Leren. Do not discuss with 3rd party.

1. Effective from

Your employment will be effective from 04th January 2021 as follows:

- The first 6 months will be "Training cum Probationary period". This will be an investment period from Altorum Leren in developing the Employee skills mainly technical in nature. The performance will be reviewed at the end of Training cum Probationary period as per Altorum Leren Standards. In case of 'not satisfactory', Altorum Leren reserves the right to extend the Training cum Probationary period or terminate your employment.
- Post Training cum Probationary period your employment will be "confirmed as regularised employee" subject to satisfactory performance during the Training cum probationary period.



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2. Compensation and Benefits

During Training cum Probationary period	Post Confirmation as Regularized Employee
A consolidated lumpsum payment of Rs.10000 (Rupees Ten Thousand Only) per month will be paid till the end of the Training cum Probationary period. No other benefits will be applicable during this period.	You would be paid amount of Rs. 15,000 per month. Your Annual CTC would be Rs. 2,25,996 (Rupees Two Lakh Twenty-Five Thousand Nine Hundred Ninety-Six only) along with other benefits as per Altorum Leren policy.

Post confirmation during your employment with Altorum Leren

- Your salary will be reviewed periodically as per company policy.
- Changes in your compensation are discretionary and will be subject to and based on effective performance and results during the period of employment.
- Your participation is mandatory in the Company Schemes as per the rules and policies applicable to your category.
- Your participation is mandatory in the Company Medical Insurance scheme.
- TDS or any other tax required to be deducted will be in accordance with the Government statutory and regulatory requirements specified from time to time.

3. Place of posting

You will be posted at Bangalore, Karnataka and working out of our Electronic City office. You may however be required to work at any place of business which the Company has or may later acquire or inform on case-to-case basis.



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4. Responsibilities

In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Altorum Leren, whether directly or indirectly.

5. Hours of Work

The normal working days are Monday to Saturday except holidays on alternate Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10:00AM to 07:00PM and you are expected to work not less than 40 hours each week, and if necessary, for additional hours depending on your responsibilities.

6. Leaves

You are entitled for leaves as follows:

Type of Leaves	No: of days
Privilege leave (PL)*	15
Casual leave (CL)	06
Sick leave (SL)	05
* The Privilege Leave will be applicable only after one year of your confirmed employment. Grant of leaves will be in accordance to the Company policies. The Company shall notify a list of declared holidays in the beginning of each year.	



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7. Company Property

You will have to maintain the company properties and equipment's in a good condition, which is entrusted to you for official use during your employment.

You are supposed to return all such property to the company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you.

8. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward, or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

9. Bond

- a. Your 18-months agreement with the company starts from the day of joining Altorum Leren.
- b. If you terminate your employment within 18 months, a penalty of Rs. 1,50,000 will be imposed upon you and recoverable.
- c. Post confirmation of your employment your notice period is 3 months which can be served by you only after completion of 18 months of employment.

10. Termination from Company

- a. Your appointment can be terminated by the Company, with or without any reason, by giving you not less than 1-month prior notice in writing or salary in lieu thereof. For this clause, salary shall mean basic salary. This payment is to the sole discretion of Altorum Leren Management.
- b. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any



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fundamental breach of contract or caused any loss to the Company or your performance is not up to the Standards of Altorum Leren.

- c. On the termination of your employment for whatever reason, you will return all the Company properties; documents both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data, and the like; and Confidential Information, in your possession or under your control relating to your employment or to client's business affairs.

11. Confidential Information

- a. During your employment with the Company, you will devote your whole time, attention, and skill to the best of your ability for its business. You shall not, directly, or indirectly, engage or associate yourself with, relate to, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- b. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents, and information only in a duly authorized manner in the interest of the Company.
- c. Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

12. Applicability of company policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.



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13. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Bangalore High Court, Karnataka only.

Note: For more clarification on flexible timings and leaves and other processes, please refer the company Policies and process which you will be granted access on joining the Organization.

Disclaimer: Company policies may change time to time, so please ensure you read through the Internal Communication with due diligence

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment

Yours Sincerely,

Badrish Vasanth Adya

Chief HR Officer

I agree to accept employment on the terms and condition mentioned in the above letter.

Name: Ashwini Kalal	Signature:
Date:	

CC

Ashwini Kalal
D/O Narayan Kalal,
Uppar galli, Gokak,
Tq-Gokak
Karnataka-591307



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CALL LETTER

Date: 09-05-19

Dear Ashwini Kalal

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 17th June 2019.

On the date of joining we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Core Java, Manual Testing, SQL & Aptitude.**
- No other programs are included in this training module.

RULES: following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.



Thank & Regards

QSPIDERS CAMPUS CONNECT

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USN NO