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# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

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## Academic Year 2022-23 Number of outgoing Students Placed



# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2022-23	Abhishek Jalan	Architecture	2023	ASRO Arcade	360000
2022-23	Chavi Gwalani	Architecture	2023	ASRO Arcade	360000
2022-23	Jai Sharma	Architecture	2023	ASRO Arcade	360,000
2022-23	Rohit Khatri	Architecture	2023	ASRO Arcade	360,000
2022-23	Shreya Tiwari	Architecture	2023	ASRO Arcade	360,000
2022-23	Shubhangi Gupta	Architecture	2023	ASRO Arcade	360,000



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# AAYOJAN SCHOOL OF ARCHITECTURE

(Affiliated with Rajasthan Technical University)

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## Academic Year 2022-23 Placement Order

Abhishek Jalan

S/O: Manoj kumar Jalan, Amit hardware Stores, 28 ward no 6, N T Road near Jain Mandir, Nalbari, Nalbari, Assam- 781335

## **OFFER LETTER**

Dear Mr. Abhishek,

We are pleased to offer you the position of **Customer Relationship Manager** in ASRO Arcade India **w.e.f. 12 June, 2023**. The terms and conditions of your employment are given below:

- (i) Your CTC will be **INR 3,60,000 per annum**, plus variable as per company policy, once you initiate sales work.
- (ii) The firm will be working 6 days a week, in 10 AM to 7 PM shift. You will be expected to attend office – except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & firm policies.
- (iii) You shall be on probation for a period of six months from the date of your joining, which if considered necessary may be extended at the discretion of the management.
- (iv) Your appointment has been done after an extensive process for an important position which requires your skills and experience. By signing this offer letter, you agree to an employment of minimum two years from date of your joining with the firm. In case of breach of the said term, you are required to pay firm INR 90,000 as notice pay or bond payment.
- (v) After the completion of 2 years of employment: This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the firm would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the firm to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The firm in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the firm. In exceptional situations the firm reserves the right to waive off notice period at its sole discretion.
- (vi) Firm reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory for prolonged period.
- (vii) Absence for a continuous period of one week without prior approval of your supervisors (including overstay of leave/ training) can lead to your services being terminated without notice.
- (viii) Whilst employed by the firm:
  - You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you

by your supervisors and others authorized by the firm to assign such duties and responsibilities. Your performance evaluation will be done annually (March of every year) by your supervisors as per the firm's appraisal system.

- Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the firm or information regarding its customers without prior written approval. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, designs, plans, other data relating to the business and/or transactions of the firm, which may come to your knowledge and/or by virtue of your employment, for any other purpose than benefit of the firm. All information that comes to your knowledge by reasons of your employment with the firm is deemed to be confidential and any breach thereof, shall be deemed to be a violation of firm policies and treated in accordance with clause 9.
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude. You confirm that you have disclosed fully all of your business interests to the firm whether or not they are similar to or in conflict with the business (es) or activities of the firm, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the firm and you or any immediate relatives. Also, you agree to disclose fully and immediately to the firm any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all firm's policies and procedures.
- In the event you resign from the services of the firm or your employment with the firm is terminated for any reason whatsoever within 12 months of your date of joining the firm, you will be required to refund all relocation and related expenses, notice period reimbursement, any other benefits (other than salary) if any that may have been paid or reimbursed to you by the firm.

(ix) Non-Compete: After your separation from the firm, for a period of two years you would not:

- Undertake any direct or indirect assignment from or employment with any of the current or such other client for which our firm has rendered any services during eighteen months immediately preceding your separation, without our written prior approval
- Undertake any direct or indirect assignment from or employment with any of our direct competitor, without our written prior approval
- Solicit or endeavor to entice away from the firm any employee or any of the person engaged by the firm

(x) Any violation of the above mentioned or any other firm procedures and policies would attract disciplinary action by the firm, including and up to termination. In the event of termination by firm on account of breach of disciplinary policy, the firm will not be liable to pay any amount in lieu of notice.

(xi) Upon separation from the firm on account of either resignation or termination, you shall immediately return to the firm all the assets and property (including any leased properties) of the firm including documents, files, books, papers and memos whether in hard or soft copy which is in your possession or custody.

- (xii) Any and all disputes arising in connection with your employment and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator in accordance with the Arbitration and firm. The venue of the Arbitration shall be Gurgaon and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of court at Gurgaon, Haryana
- (xiii) All terms and conditions will be governed by the firm's policies as stated from time to time and the firm may in its sole discretion as it deems fit revoke or change such Policies.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

**Regards**

**For ASRO Arcade (Authorized Signatory)**

**Employee Signature**

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Chavi Gwalani

D/O: Manoj Gwalani, 7 GA 27, Jawahar Nagar, Jaipur, Rajasthan, 302004

## **OFFER LETTER**

Dear Miss. Chavi,

We are pleased to offer you the position of **Customer Relationship Manager** in ASRO Arcade India **w.e.f. 12 June, 2023**. The terms and conditions of your employment are given below:

- (i) Your CTC will be **INR 3,60,000 per annum**, plus variable as per company policy, once you initiate sales work.
- (ii) The firm will be working 6 days a week, in 10 AM to 7 PM shift. You will be expected to attend office – except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & firm policies.
- (iii) You shall be on probation for a period of six months from the date of your joining, which if considered necessary may be extended at the discretion of the management.
- (iv) Your appointment has been done after an extensive process for an important position which requires your skills and experience. By signing this offer letter, you agree to an employment of minimum two years from date of your joining with the firm. In case of breach of the said term, you are required to pay firm INR 90,000 as notice pay or bond payment.
- (v) After the completion of 2 years of employment: This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the firm would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the firm to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The firm in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the firm. In exceptional situations the firm reserves the right to waive off notice period at its sole discretion.
- (vi) Firm reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory for prolonged period.
- (vii) Absence for a continuous period of one week without prior approval of your supervisors (including overstay of leave/ training) can lead to your services being terminated without notice.
- (viii) Whilst employed by the firm:
  - You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you

by your supervisors and others authorized by the firm to assign such duties and responsibilities. Your performance evaluation will be done annually (March of every year) by your supervisors as per the firm's appraisal system.

- Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the firm or information regarding its customers without prior written approval. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, designs, plans, other data relating to the business and/or transactions of the firm, which may come to your knowledge and/or by virtue of your employment, for any other purpose than benefit of the firm. All information that comes to your knowledge by reasons of your employment with the firm is deemed to be confidential and any breach thereof, shall be deemed to be a violation of firm policies and treated in accordance with clause 9.
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude. You confirm that you have disclosed fully all of your business interests to the firm whether or not they are similar to or in conflict with the business (es) or activities of the firm, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the firm and you or any immediate relatives. Also, you agree to disclose fully and immediately to the firm any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all firm's policies and procedures.
- In the event you resign from the services of the firm or your employment with the firm is terminated for any reason whatsoever within 12 months of your date of joining the firm, you will be required to refund all relocation and related expenses, notice period reimbursement, any other benefits (other than salary) if any that may have been paid or reimbursed to you by the firm.

(ix) Non-Compete: After your separation from the firm, for a period of two years you would not:

- Undertake any direct or indirect assignment from or employment with any of the current or such other client for which our firm has rendered any services during eighteen months immediately preceding your separation, without our written prior approval
- Undertake any direct or indirect assignment from or employment with any of our direct competitor, without our written prior approval
- Solicit or endeavor to entice away from the firm any employee or any of the person engaged by the firm

(x) Any violation of the above mentioned or any other firm procedures and policies would attract disciplinary action by the firm, including and up to termination. In the event of termination by firm on account of breach of disciplinary policy, the firm will not be liable to pay any amount in lieu of notice.

(xi) Upon separation from the firm on account of either resignation or termination, you shall immediately return to the firm all the assets and property (including any leased properties) of the firm including documents, files, books, papers and memos whether in hard or soft copy which is in your possession or custody.



- (xii) Any and all disputes arising in connection with your employment and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator in accordance with the Arbitration and firm. The venue of the Arbitration shall be Gurgaon and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of court at Gurgaon, Haryana
  
- (xiii) All terms and conditions will be governed by the firm's policies as stated from time to time and the firm may in its sole discretion as it deems fit revoke or change such Policies.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

**Regards**

**For ASRO Arcade (Authorized Signatory)**

**Employee Signature**

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Jai Sharma

S/O: Satya Prakash, House No.- B-25, GH- 69, sector – 55, GHATA, Gurgaon, Haryana - 122011

## **OFFER LETTER**

Dear Mr. Jai,

We are pleased to offer you the position of **Junior Architect** in ASRO Arcade India **w.e.f. 12 June, 2023**. The terms and conditions of your employment are given below:

- (i) Your CTC will be **INR 3,60,000 per annum**.
- (ii) The firm will be working 6 days a week, in 10 AM to 7 PM shift. You will be expected to attend office – except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & firm policies.
- (iii) You shall be on probation for a period of six months from the date of your joining, which if considered necessary may be extended at the discretion of the management.
- (iv) Your appointment has been done after an extensive process for an important position which requires your skills and experience. By signing this offer letter, you agree to an employment of minimum two years from date of your joining with the firm. In case of breach of the said term, you are required to pay firm INR 90,000 as notice pay or bond payment.
- (v) After the completion of 2 years of employment: This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the firm would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the firm to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The firm in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the firm. In exceptional situations the firm reserves the right to waive off notice period at its sole discretion.
- (vi) Firm reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory for prolonged period.
- (vii) Absence for a continuous period of one week without prior approval of your supervisors (including overstay of leave/ training) can lead to your services being terminated without notice.
- (viii) Whilst employed by the firm:
  - You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
  - You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the firm to assign such duties and

responsibilities. Your performance evaluation will be done annually (March of every year) by your supervisors as per the firm's appraisal system.

- Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the firm or information regarding its customers without prior written approval. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, designs, plans, other data relating to the business and/or transactions of the firm, which may come to your knowledge and/or by virtue of your employment, for any other purpose than benefit of the firm. All information that comes to your knowledge by reasons of your employment with the firm is deemed to be confidential and any breach thereof, shall be deemed to be a violation of firm policies and treated in accordance with clause 9.
- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude. You confirm that you have disclosed fully all of your business interests to the firm whether or not they are similar to or in conflict with the business (es) or activities of the firm, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the firm and you or any immediate relatives. Also, you agree to disclose fully and immediately to the firm any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all firm's policies and procedures.
- In the event you resign from the services of the firm or your employment with the firm is terminated for any reason whatsoever within 12 months of your date of joining the firm, you will be required to refund all relocation and related expenses, notice period reimbursement, any other benefits (other than salary) if any that may have been paid or reimbursed to you by the firm.

(ix) Non-Compete: After your separation from the firm, for a period of two years you would not:

- Undertake any direct or indirect assignment from or employment with any of the current or such other client for which our firm has rendered any services during eighteen months immediately preceding your separation, without our written prior approval
- Undertake any direct or indirect assignment from or employment with any of our direct competitor, without our written prior approval
- Solicit or endeavor to entice away from the firm any employee or any of the person engaged by the firm

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(xiii) All terms and conditions will be governed by the firm's policies as stated from time to time and the firm may in its sole discretion as it deems fit revoke or change such Policies.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

**Regards**

**For ASRO Arcade (Authorized Signatory)**

**Employee Signature**

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Rohit Khatri  
S/O: Monohar Lal, Khatri Pada, Jaisalmar, Rajasthan-345001

## **OFFER LETTER**

Dear Mr. Rohit,

We are pleased to offer you the position of **Junior Architect** in ASRO Arcade India **w.e.f. 12 June, 2023**. The terms and conditions of your employment are given below:

- (i) Your CTC will be **INR 3,60,000 per annum**.
- (ii) The firm will be working 6 days a week, in 10 AM to 7 PM shift. You will be expected to attend office – except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & firm policies.
- (iii) You shall be on probation for a period of six months from the date of your joining, which if considered necessary may be extended at the discretion of the management.
- (iv) Your appointment has been done after an extensive process for an important position which requires your skills and experience. By signing this offer letter, you agree to an employment of minimum two years from date of your joining with the firm. In case of breach of the said term, you are required to pay firm INR 90,000 as notice pay or bond payment.
- (v) After the completion of 2 years of employment: This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the firm would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the firm to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The firm in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the firm. In exceptional situations the firm reserves the right to waive off notice period at its sole discretion.
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- (vii) Absence for a continuous period of one week without prior approval of your supervisors (including overstay of leave/ training) can lead to your services being terminated without notice.
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  - You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.
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- You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude. You confirm that you have disclosed fully all of your business interests to the firm whether or not they are similar to or in conflict with the business (es) or activities of the firm, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the firm and you or any immediate relatives. Also, you agree to disclose fully and immediately to the firm any such interests or circumstances which may arise during your employment.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all firm's policies and procedures.
- In the event you resign from the services of the firm or your employment with the firm is terminated for any reason whatsoever within 12 months of your date of joining the firm, you will be required to refund all relocation and related expenses, notice period reimbursement, any other benefits (other than salary) if any that may have been paid or reimbursed to you by the firm.

(ix) Non-Compete: After your separation from the firm, for a period of two years you would not:

- Undertake any direct or indirect assignment from or employment with any of the current or such other client for which our firm has rendered any services during eighteen months immediately preceding your separation, without our written prior approval
- Undertake any direct or indirect assignment from or employment with any of our direct competitor, without our written prior approval
- Solicit or endeavor to entice away from the firm any employee or any of the person engaged by the firm

(x) Any violation of the above mentioned or any other firm procedures and policies would attract disciplinary action by the firm, including and up to termination. In the event of termination by firm on account of breach of disciplinary policy, the firm will not be liable to pay any amount in lieu of notice.

(xi) Upon separation from the firm on account of either resignation or termination, you shall immediately return to the firm all the assets and property (including any leased properties) of the firm including documents, files, books, papers and memos whether in hard or soft copy which is in your possession or custody.

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(xiii) All terms and conditions will be governed by the firm's policies as stated from time to time and the firm may in its sole discretion as it deems fit revoke or change such Policies.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

**Regards**

**For ASRO Arcade (Authorized Signatory)**

**Employee Signature**

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Shreya Anandita Tiwari

D/O: Rakesh Tiwari, 383 K 41 A, Pardevanpur, Lal Bangla, Kanpur, Kanpur Nagar, Uttar Pradesh - 208007

## OFFER LETTER

Dear Miss Shreya,

We are pleased to offer you the position of **Customer Relationship Manager** in ASRO Arcade India **w.e.f. 12 June, 2023**. The terms and conditions of your employment are given below:

- (i) Your CTC will be **INR 3,60,000 per annum**, plus variable as per company policy, once you initiate sales work.
- (ii) The firm will be working 6 days a week, in 10 AM to 7 PM shift. You will be expected to attend office – except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & firm policies.
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- (v) After the completion of 2 years of employment: This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the firm would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the firm to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The firm in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the firm. In exceptional situations the firm reserves the right to waive off notice period at its sole discretion.
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- Undertake any direct or indirect assignment from or employment with any of our direct competitor, without our written prior approval
- Solicit or endeavor to entice away from the firm any employee or any of the person engaged by the firm

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(xi) Upon separation from the firm on account of either resignation or termination, you shall immediately return to the firm all the assets and property (including any leased properties) of the firm including documents, files, books, papers and memos whether in hard or soft copy which is in your possession or custody.

(xii) Any and all disputes arising in connection with your employment and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator in accordance with the Arbitration and firm. The venue of the Arbitration shall be Gurgaon and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of court at Gurgaon, Haryana

(xiii) All terms and conditions will be governed by the firm's policies as stated from time to time and the firm may in its sole discretion as it deems fit revoke or change such Policies.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

**Regards**

**For ASRO Arcade (Authorized Signatory)**

**Employee Signature**

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Shubhangi Gupta

D/O: Kamal Kishore Gupta, Type 3/62 J, Anu Pratap Colony, Rawatbhata, Bhabhanagar, Chittaurgarh,  
Rajasthan, 323307

## OFFER LETTER

Dear Miss Shubhangi,

We are pleased to offer you the position of **Customer Relationship Manager** in ASRO Arcade India **w.e.f. 12 June, 2023**. The terms and conditions of your employment are given below:

- (i) Your CTC will be **INR 3,60,000 per annum**, plus variable as per company policy, once you initiate sales work.
- (ii) The firm will be working 6 days a week, in 10 AM to 7 PM shift. You will be expected to attend office – except while travelling on business as assigned to you by your supervisors and as per applicable laws in force. Weekly offs will be governed as per applicable regulations & firm policies.
- (iii) You shall be on probation for a period of six months from the date of your joining, which if considered necessary may be extended at the discretion of the management.
- (iv) Your appointment has been done after an extensive process for an important position which requires your skills and experience. By signing this offer letter, you agree to an employment of minimum two years from date of your joining with the firm. In case of breach of the said term, you are required to pay firm INR 90,000 as notice pay or bond payment.
- (v) After the completion of 2 years of employment: This appointment may come to an end at the instance of either party by giving the other a notice in writing for one month. Your relieving from the services of the firm would be contingent upon successful serving of the full and complete notice period. Failing to do so would entitle the firm to recover damages for all losses caused due to any shortfall in serving of the full and complete notice period. The firm in addition to its rights to recover damages will not furnish a relieving letter in case of shortfall in the notice period unless such shortfall has been signed off by the appropriate person in the firm. In exceptional situations the firm reserves the right to waive off notice period at its sole discretion.
- (vi) Firm reserves the right to terminate your employment without notice on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory for prolonged period.
- (vii) Absence for a continuous period of one week without prior approval of your supervisors (including overstay of leave/ training) can lead to your services being terminated without notice.
- (viii) Whilst employed by the firm:
  - You will not be permitted to undertake any other full time or part time employment or engage in any external activities of a commercial nature without prior written approval.

- You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisors and others authorized by the firm to assign such duties and responsibilities. Your performance evaluation will be done annually (March of every year) by your supervisors as per the firm's appraisal system.
  - Except in the ordinary course of your employment you shall not divulge to any third party any information regarding the affairs or business matters of the firm or information regarding its customers without prior written approval. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, designs, plans, other data relating to the business and/or transactions of the firm, which may come to your knowledge and/or by virtue of your employment, for any other purpose than benefit of the firm. All information that comes to your knowledge by reasons of your employment with the firm is deemed to be confidential and any breach thereof, shall be deemed to be a violation of firm policies and treated in accordance with clause 9.
  - You confirm that there is no litigation /conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude. You confirm that you have disclosed fully all of your business interests to the firm whether or not they are similar to or in conflict with the business (es) or activities of the firm, and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the firm and you or any immediate relatives. Also, you agree to disclose fully and immediately to the firm any such interests or circumstances which may arise during your employment.
  - You will be required to apply and maintain the highest standards of personal conduct and integrity and keep yourself informed and comply with all firm's policies and procedures.
  - In the event you resign from the services of the firm or your employment with the firm is terminated for any reason whatsoever within 12 months of your date of joining the firm, you will be required to refund all relocation and related expenses, notice period reimbursement, any other benefits (other than salary) if any that may have been paid or reimbursed to you by the firm.
- (ix) Non-Compete: After your separation from the firm, for a period of two years you would not:
- Undertake any direct or indirect assignment from or employment with any of the current or such other client for which our firm has rendered any services during eighteen months immediately preceding your separation, without our written prior approval
  - Undertake any direct or indirect assignment from or employment with any of our direct competitor, without our written prior approval
  - Solicit or endeavor to entice away from the firm any employee or any of the person engaged by the firm
- (x) Any violation of the above mentioned or any other firm procedures and policies would attract disciplinary action by the firm, including and up to termination. In the event of termination by firm on account of breach of disciplinary policy, the firm will not be liable to pay any amount in lieu of notice.
- (xi) Upon separation from the firm on account of either resignation or termination, you shall immediately return to the firm all the assets and property (including any leased properties) of the firm including documents, files, books, papers and memos whether in hard or soft copy

which is in your possession or custody.

- (xii) Any and all disputes arising in connection with your employment and services shall be referred to arbitration which shall be conducted in accordance with the Arbitration and Conciliation Act, 1996 by a Sole Arbitrator in accordance with the Arbitration and firm. The venue of the Arbitration shall be Gurgaon and the language shall be English. You agree to submit yourself to the exclusive territorial jurisdiction of court at Gurgaon, Haryana
- (xiii) All terms and conditions will be governed by the firm's policies as stated from time to time and the firm may in its sole discretion as it deems fit revoke or change such Policies.

Kindly sign and return a copy of this letter. Please initial each page in acceptance of the terms and conditions set out herein.

**Regards**

**For ASRO Arcade (Authorized Signatory)**

**Employee Signature**

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