

Royal Solutions

CERTIFICATE OF INTERNSHIP COMPLETION



Presented To

Aditi Gawas

*For Successfully Completing her 1 month internship
for Actual HR Recruitment*

Presented this October 2022


Sandesh Chikne
Director


Dipesh Chikne
HR Manager



ROYAL SOLUTIONS

The Mentor of Sales and Marketing

Date: - 06/9/2022

To, Aditi Gawas

This is with the reference of the discussion / Interviews you had with us, we are pleased to offer you employment in our company on the following terms and conditions:

Designation: HR Recruiter

Date of Joining: 06-09-22

Your initial place of work will be at Pune and you will be expected to attend the office during the working hours as decided by the company. Your appointment is subject to verification of your documents and receipt of satisfactory reference,

Accountability:

You will be accountable to any other person place in authority over you.

Amendments:

Your services are governed by the all the existing services rules and regulation and as may be amended from time to time. Your incentive structure and other policy of the company may change without any prior intimation.

Probation period:

You will be on the probation period for 01 Month from the date of joining. During which your work performance will depend upon your achieving standards and expected level of efficiency as set out by company, Your attendance, conduct, attitude, performance and discipline will be monitored on a regular basis, During the training period if your services are not found satisfactory for any reason whatsoever, your services will be terminated at any time even before the completion of the training period without any prior notice or wages in lieu thereof and without assigning any reasons. You shall be continued to remain on training till confirmed in writing. In any case if you desire to leave the organization you shall be eligible for any legal consequences by the company on you. You are not liable to get any PF deduction in case of your training period 'except a certain' deduction as per company policy. Incentives will be paid for the first quarter of the training as per your discussion with your reporting Manager. All performance parameters are required to be achieved while training and in operations.

Secrecy:

You Shall not without any written approval of an officer authorized by the management, disclose, publish or authorize anyone else to disclose, confidential or secret information, including working process acquired in the course of your employment with company.

Transfer:

It is specific condition of your employment that your services are liable for transfer between any department / location of the Company / Associates. If the above terms and conditions are acceptable to you, kindly confirm acceptance by signing and returning a copy of this letter.

We extend to you our warm welcome and look forward a long and successful association.

Your Sincerely

For

ROYAL SOLUTIONS

DIPESH CHIKANE

Human Resource

Accepted & Agreed

Candidate's Signature

Registered Office – Ashoka Plaza, 1ST Floor, Office No.B1, Nagar Road, Viman Nagar, Pune -411014

Email- hr@royalsolutions.info | Contact No. +91- 9922320650



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Terms & Conditions:

- a) The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b) You will be required to sign a standard employment agreement on your date of joining
- c) You shall be required to provide the company all documents (along with true copies of the same duly attested by a notary public certifying the same as true copy) and information as set forth in Annexure 1 of this appointment letter.
- d) The company's business involves operating 6 days a week (Mon-Sat), 8 and a half hour a day. 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 regulation & company policies.
- e) Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo pre-process training as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. The company invests significant amount of efforts and costs on such training and you will appreciate that in case one is not able to meet the required norms during training, the company will not be able to engage your services productively. In such eventuality the company reserves right to terminate employment by providing two week's notice pay in lieu thereof.
- f) You will be entitled to eleven working days leave per annum subject to prior approval by the company. Carry-forward/accumulation of leave will be governed as per the existing company policy on the subject.
- g) Your absence for a continuous period of seven days without prior approval of your supervisors, including overstay of leave / training) would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the company reserves the right to recover from you all expenses incurred with regard to any training and development special education up skilling or on the job training imparted by the company and damages suffered by company due to loss of billing etc.
- h) Deployment / Redeployment: The company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require competency profiles, exact match can be at times a challenge, despite best intentions and efforts of the company. In such eventuality, you are obliged to cooperate in the deployment / redeployment process by accepting any role that is offered to you.
- i) In case the employee wants to leave the organisation, a formal resignation is required with serving a notice for 1 month from the date of the acceptance of the resignation. If you choose not to serve the required notice period if applicable, ROYAL SOLUTIONS reserves its rights to recover cost of INR 10,000/- from you towards expenses incurred with regards to any training and development. If you do not pay the amount payable by you to ROYAL SOLUTIONS, without exhausting any of its remedy available, ROYAL SOLUTIONS will have all rights to initiate legal measures against you.
- j) Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purpose of this agreement. Notice to terminate this contract has to be addressed in writing to the company in the form and manner as may be prescribed in the company policy.
- k) ROYAL SOLUTIONS reserves the right to terminate your employment with immediate effect on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.

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- l) Upon termination of your employment with ROYAL SOLUTIONS for any reason whatsoever, any amount due or payable to the employee will be paid by ROYAL SOLUTIONS to the employee within 45 days of the date of the employee leaving ROYAL SOLUTIONS, subject to reduction towards any and all amounts that may be payable by the employee to ROYAL SOLUTIONS (The "Full and Final Settlement"). In the event the employee fails to encash the full and final settlement within 30 days despite ROYAL SOLUTIONS's attempts to make payment of the same the employee shall be deemed to have forfeited the full and final settlement amount and agrees not to have any further claims against ROYAL SOLUTIONS in this regards.
- m) You will not engage in any trade or profession or undertake any employment, full or part time, while in the service of ROYAL SOLUTIONS.
- n) You will carry out your duties, as may be communicated to you from time to time, with diligence and loyalty at all times, keeping ROYAL SOLUTIONS's interest paramount.
- o) The term and condition of your service is strictly confidential between you and ROYAL SOLUTIONS and may not be disclosed to or discussed with anyone.
- p) You shall not, under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company, or firm having business transactions with ROYAL SOLUTIONS.
- q) You shall promptly disclose to the organisation in writing all our business interests that are similar to or in conflict with the business and activities of ROYAL SOLUTIONS. Further you shall undertake and disclose any such business interest which may arise during the course of your employment with ROYAL SOLUTIONS and abide by the instructions of ROYAL SOLUTIONS in respect of such activities. If you fail to abide by the above instruction ROYAL SOLUTIONS has the right to take legal action regarding the same.
- r) This appointment letter is governed by and shall be constructed in accordance with the laws of India, and both parties to this appropriate letter shall submit to the executive jurisdiction of the Indian Courts. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements and / or agreement relating to employment with ROYAL SOLUTIONS. Any amendment or modification to this application letter shall be made in writing to email or letter to you.

Acceptance of Employment:

Kindly sign and return a duplicate copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out therein and report for duty on the joining date as initiated hereinabove.



DIPESH CHIKANE
Human Resource

Accepted & Agreed

Candidate's Signature

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Compensation Disclosure

Name of the Employee: Aditi Gawas

Particular	Amount (Per Month, Rs)	Amount (Per Annum, Rs)
Commision per candidate	400.00/-	Commission based
Stipend (per candidate)	400.00/-	Commission based
Commision per joining	500.00/-	Commission based

Total Deduction:

Deduction	Amount (Per Month, Rs)	Amount (Annual)
Professional Tax	NA	NA
Income Tax	NA	NA
Net Fix Salary	NA	NA

Deductions:

- 02:00 TO 07:00PM Office time after 09:30 late mark will be charged 3 late mark one day salary deduct.
- 3 Unintimated leaves can be abscond.
- Saturday and Monday taken leave will be consider 2 days leave for (Saturday + Sunday) & (Sunday + Monday)
- In case the employee wants to leave the organisation, a formal resignation is required with serving a notice for 1 month from the date of the acceptance of the resignation.
- If the given target is not completed in one month of notice period then the salary will be paid on the commission basis.

* The above mentioned payout will be done after accomplishment of the set expectation between you and the employer.

* The Candidate is expected to perform as per the basic set of expectation in order to justify the payout mentioned above and further get eligible to earn as per the incentive structure mentioned Discussed.

* These structures will be discussed at the beginning of every month and viable to change with prior notification and acceptance.

DIPESH CHIKANE
Human Resource



Accepted & Agreed

Candidate's Signature

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Documents to be submitted

Listed below are the documents that you to furnish (in Photocopy) at the time of joining will not happen without these documents.

1. ID proof: PAN card / Adhar Card / Election Card / Passport / driving License.
2. Photocopies of all Educational Certificates
3. Release / Relieving / Experience letter from previous employer / Accepted copy of the resignation from the current employer (if available)
4. Salary Certificate / Pay Slip / Copy of the appointment letter with salary break-up of the last employment
5. Photographs: 2 Passport size.

Declaration

1 I am not directly or indirectly employed in any other organization on this day of employment with ROYAL SOLUTIONS, I have resigned and relived from the services of previous employment.

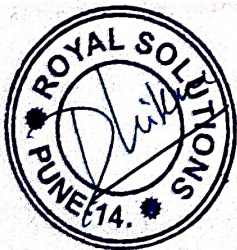
2 All information provided by me on my education and previous employment is true and can be supported by relevant official documents.

3 I am an Indian citizen & I have completed 18 yrs. of age at the time of interview.

4 I have no criminal history and no police case has been registered against me in the past in India or overseas.

5 I have clearly understood the compensation structure offered to me and I agree to the same.

6 I understand that the employer is liable to deduct professional tax from my salary as per government rule.



DIPESH CHIKANE
Human Resource

Accepted & Agreed

Candidate's Signature