



# INTERACTIVE DATA SYSTEMS LTD

(An ISO 9001 – 2008 Company)

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Ref: IDSL/HR/23-24/OFF-010/2023-29

Date: 10/11/2023

**Mr. ARIF KHAN**

S/o **ISTIYAQUE KHAN,**

13-3-56/B, LOCALITY-KABEERNAGAR,

MOTINAGAR, HYDERABAD, TELANGANAR

500018

Email Id: arifkhan786bui@gmail.com

Dear **Mr. ARIF KHAN**

## **Sub: Offer of Appointment for the Position of “NETWORKING ENGINEER”**

With reference to your application and subsequent interview held with us, we are pleasure to appoint you as **“NETWORKING ENGINEER”** and your work location will be at Hyderabad on the following terms and conditions:

### **1 . DATE OF EMPLOYMENT**

You shall join us on or before: 15/11/2023.

### **2 . EMOLUMENTS**

- i Your annual remuneration will be **Rs. 3 , 30 ,000 /- ( Rupees THREE Lakhs THIRTY Thousand Only)** on Cost to Company basis (Refer Annexure enclosed).
- ii Your performance will be assessed annually and accordingly your remuneration will be revised based upon your performance rating. Increments / promotion will depend upon the sole discretion of the management and also subject to the profitability of the organization.
- iii You will be entitled to other benefits as per Policies of the Company, framed from time to time, as applicable to your Grade.
- iv. The Company may periodically, modify any remuneration, benefit, facility or perquisite that has been extended to you as per company policy.
- v. You are expected to keep your remuneration details confidential.

### **3 . JOB RESPONSIBILITY**

- i You will perform such functions, duties and hold responsibilities and will report to your immediate Reporting officer as assigned by the Management from time to time.
- ii Your services shall be governed by the Service Rules/ Standing Orders as may be framed by the Management from time to time.

### **4 . PROBATION PERIOD**

- i .You will initially be on Probation for a period of Six Months from the date of joining.
- ii .After completion of Six Months of service, your performance will be assessed and if found satisfactory, your appointment will be confirmed in writing as Regular Employee. If performance is not satisfactory, Probation will be further extended for a period of three months.
- iii .If you desire to resign while on probation period, you have to serve one month notice period with the approval of the management.

## **5 . SECRECY**

- i . You will maintain strict confidence of the information which is provided or given to your access by the Employer during the tenure of your employment. Any breach of the same will result in breach of the terms of employment and the Employer has right to take stringent action against you which might result in taking appropriate criminal action. The Employer has a right to file a civil case as well as to recover the damages caused due to such breach by the Employee.
- ii . The Employee agrees not to use or cause to be used for own benefit or for the benefit of any third parties or to disclose to any third party in any manner, directly or indirectly the information concerning to the internal organization or business structure of Employer or its customers, or the work assignments or capabilities of any officer or Employee, Proprietary Information, Customer's Confidential Information, trade secrets or any other knowledge or information, except that which is public knowledge, or relating to the business of Employer or its customers at any time during or after Employee's term of employment with Employer, without prior written consent of Employer.

## **6 . CONFLICT OF INTEREST**

Employment with the Company is intended for whole time and you shall devote exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly, during employment with the Company or without written permission from the Company.

## **7 . PRE- EMPLOYMENT MEDICAL CHECK-UP**

As per company policy, you have to undergo pre-employment medical Check-up at the company authorized hospital before date of joining. This offer is subject to your being found medically fit in the pre-employment medical Check-up.

## **8 . CONTINUATION OF SERVICE**

Your employment is subject to you being medically and physically fit. The Company shall have a right to terminate your services at any time by giving one month notice period or salary in lieu thereof, if you are found to be suffering from any contagious, infectious or terminal disease or otherwise found to be medically unfit.

## **9 . TRANSFER**

- i You are liable to be transferred to any of our existing Projects/ Units/ Offices/ departments or that may be set up in future or any of our sister concerns or place of work of our Company anywhere in India.
- ii You will work under the supervision as may be decided upon by the management from time to time at transferred location.
- iii You shall diligently and satisfactorily carry out instructions given to the best of your competency.

## **10 . IRREGULARITY/ MIS- CONDUCT**

In the event of any irregularity/ misconduct committed by you during employment in the company, the management shall initiate appropriate disciplinary action based on nature of irregularity / misconduct.

## **11 . RESIGNATION & TERMINATION**

- i . If you desire to resign from service after confirmation, you will be required to serve notice period of One (1) Month or one month basic pay in lieu thereof. However, the Company reserves the right to insist on you to serve the notice period either fully or partially.
- ii . You are not eligible to avail any leave during notice period after submitting resignation. Any type of absence will be treated as Loss of Pay.
- iii i. After confirmation of your employment could be terminated by assigning a notice of one month from either side or one month basic pay in lieu thereof.

- iv. In case you quit your employment or remain absent from duty without any notice before the expiry of the Notice Period, you shall not only forfeit your salary by way of liquidated damages and the Company shall also be entitled to deduct or appropriate the amount of liquidated damages from or against any money found due to you by the Company on any account whatsoever.
- v. You will promptly deliver all memoranda, notes, records, reports, manuals, and any other hard copy documents or electronic data or containing Confidential Information, including all copies of materials belonging to the company which you possess or have under your control upon Resignation /Termination/ Retirement.
- vi. If at any stage, during the tenure of your services, it is found that the information furnished by you, regarding your age, educational qualifications, and previous experience is false; your services will be terminated without any notice.

**12 . RETIREMENT**

The age of retirement/ superannuation shall be on completion of 58 years of age. The age declared by you at the time of joining service supported by documentary proof shall be taken as age of you for all purposes.

**13 . CHANGE IN ADDRESS**

The address ( permanent & temporary), indicated in the application by you at the time of interview, shall be deemed to be the correct for sending any communication. In case there is any change in the residential/communication address, you shall need to intimate the same in writing to the HR department within three days from the date of such change.

**14 . JURISDICTION**

Any dispute arising out of this appointment order shall be subjected to Hyderabad Courts.

With Best Wishes  
For INTERACTIVE DATA SYSTEMS LIMITED.,



Human Resource Team

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**ACCEPTANCE OF OFFER OF APPOINTMENT**

I hereby acknowledge with thanks the receipt of your Offer of Appointment dated\_\_\_\_\_ and accept the terms & conditions of the same.

Place:

Date:

Signature of the Candidate

CTC	Monthly	Yearly
		27500
<b>Earnings</b>		
Basic	13750	165000
HRA	4125	49500
Conveyance	1600	19200
Other Allowance	8025	96300
Total Gross Salary (A)	27500	3,30,000
<b>Deductions</b>		
PF	1800	21,600
Insurance	166	1,992
P-Tax	200	2,400
I-Tax	-	-
Other Deductions	1800	21,600
Total (B)	3,966	47,592
Net Salary (A-B)	23534	2,82,408

