

December 16<sup>th</sup>, 2019

CHANDRA SHEKHAR SAHU

**Sub: Conditional Offer Letter for participating in a training program with CTACT Pvt. Ltd.**

Dear CHANDRA SHEKHAR SAHU,

Please refer to your application and the subsequent discussion with us, we are pleased to inform you that you have been selected to undergo a training program with **CTACT Pvt. Ltd.**

This technical & communication batch wise training will be provided by CTACT for duration of 30 to 45 working days, “free of charge” and similarly CTACT shall not be paying any “stipend” during the training period.

On successful completion of the training program, CTACT and its end customer would conduct tests and interviews based on certain parameters approved by our client. Candidates who clear the tests and interviews conducted by CTACT and its clients will be considered for an employment with CTACT at its client’s location.

The successful Candidates will be offered permanent on-roll job with all benefits as per the policies of CTACT. In such case an Appointment letter will be issued, and the terms of the appointment letter will be applicable during employment period.

The Selected candidates will be given an opportunity to work on the rolls of CTACT at our client location and will be paid a **Gross Salary of Rs. 2.22 lakh/-Per Annum (Two Lakhs Twenty-Two Thousand)** on a cost to the company basis and your initial posting can be at our customer locations in any major cities across India. The above mentioned annual salary includes all perks and allowances.

This Conditional offer for participating in the training program will be specifically on the following terms and conditions.

1. You acknowledge that you are a Graduate from a recognized institute & all the details as per your Resume or application for employment are true to the best of your knowledge. You understand & acknowledge attending the FREE Training Scheme (Hire-Train-Deploy) as prescribed by the company starting from post completion of your BTECH 8th SEM /Graduation Final year exams. Your final joining shall however depend on your passing BTECH/graduation with desired percentage of marks, as applicable as per CTACT policy. You acknowledge that the training period is for a period of 30 to 45 working days at the Company's premises located at **Noida**.
2. You acknowledge that there shall not be any payment of stipend, salary, remuneration or any reimbursements of expenses during the training period. The training will be Free of Cost and shall be conducted at CTACT Noida office and would commence from **August, 05<sup>th</sup>, 2020**.
3. You acknowledge the purpose of the training scheme is to impart skills and information to enable you to specialize in the relevant field of Training and to equip you to be sufficiently competent to participate in the evaluation test to be conducted by CTACT or its clients after the completion of the training course.
4. You acknowledge that at the end of your Training period, the Company shall assess your suitability for appointment with the Company by way of Evaluation Tests as schedule & required for the fitment of the offered position, which will be in the form of a verbal/written/online test. Such Evaluation Test shall be conducted by the Company & its clients to assess knowledge and skill acquired by you during the Training/Course. Upon final selection for projects, your posting/work location can be anywhere in India.
5. You acknowledge that upon successful completion of your training period, you shall not apply for any posting/interviews other than CTACT or its client's interview till the completion of Evaluation Tests.
6. You acknowledge that in the event of your acceptance of Company's offer of Appointment, you will work with CTACT for a minimum period of 6 Months.
7. You acknowledge that in the event the Company finds that you have failed to meet the standards/norms fixed by the company in the Evaluation Test/failed to complete the Test/Interview, the Conditional Offer Letter will remain cancelled automatically and no placement/any other request will be entertained.
8. You acknowledge that your initial posting will be on a project at our customer location. During the employment with the company you will be liable to be transferred or deputed

to any of the offices/departments of the Company/ Associate/Group Companies whether anywhere in India or abroad.

9. You acknowledge that in case you drop out of the training session or have been found to behave in a manner inconsistent with the terms and policies or if the management comes to the conclusion that you have committed any misconduct /unacceptable behavior/unsatisfactory performance/misbehave with colleagues/ under influence of drugs or alcohol during the training session or in possession of inappropriate materials, The management may dismiss you from the Training/Company with immediate effect not withstanding other terms and conditions mentioned.
10. You acknowledge that all documents, plans, drawing, photo prints, reports, statements, correspondence, etc. and information and instructions that pass through you or come to your knowledge during your training shall be treated as confidential. You would also be required to sign a Non- Disclosure Agreement as per annexure attached.
11. You acknowledge that during the training period you shall devote your whole time for the effective utilization of the training being imparted and you shall not be employed or engaged in any business activity or profession either as proprietor or partner or as a director or as an employee of any concern, firm or Company as the case may be without the written consent of the Company.
12. You acknowledge that any inventions worthy or unworthy of being protected as patents that are made by you during your training period with the Company will be entirely at the disposal of the Company which will have the absolute rights over the same.
13. You acknowledge that you will ensure to keep secret all such confidential matters including papers, plans, documents, etc. and shall not divulge or pass over the same to anyone.
14. You acknowledge that the Company shall not be responsible for any interruption in the training due to causes beyond the control of the Company. In case of your failure/ neglect to complete the training or failure in the Evaluation Test for employment Conducted by the Company and its client, the Company shall neither be responsible nor will provide assurance of employment on CTACTION rolls.
15. You acknowledge that you shall not at any time after the termination of your employment, represent yourself as being in any way connected with or interested in the business of the Company.

16. You acknowledge that the below stated is your name and signature and you will abide by the terms and conditions set down in this Conditional Offer.

Please sign the duplicate copy of this letter and the Confidentiality Agreement and return the same to us in token of your acceptance of the terms and conditions stipulated therein.

We welcome you to CTACT Group and wish you all the best in your career with us.

**For, CTACT Pvt Ltd**

**Authorized Signatory  
(Sonu Sharma)**



I «.....», accept the offer mentioned herewith and undertake to abide the same.

**Signature of the employee with date:** \_\_\_\_\_