



**compucom.**

05-July-2024  
Shruti Satish memane ,  
Pune

**SUB: OFFER OF EMPLOYMENT**

Dear Shruti ,

We are pleased to offer you employment with Compucom-CSI Systems India Private Limited for the position of **Infrastructure Mgmt. Tech I**. In addition to confirming the Offer, this letter sets out the terms and conditions of your employment.

**Terms and Conditions of Offer:**

Position	Infrastructure Mgmt. Tech I
Level	Level 1
Location	Full Time at Pune (initially)
Probation Period	90 days
Notice Period	90 days
Work Hours	9 hours (Rotational or Fixed timings, depending on business requirements)
Joining Date	15-July-24

During your employment, you will be covered under the local employment legislation in India. On joining, you will be required to complete all the joining formalities and sign the employment agreement and the Employee Non-Disclosure Agreement. The employment agreement will incorporate the terms set out below:

**Salary and Benefits:**

Total Annual Compensation	Rs. 350000
Variable Component	10%

Please refer to the Annexure I for detailed salary components.

  
**Principal**  
Anantnagar College of Engineering  
& Research, Parvati, Pune - 9



### TERMINATION

Employment with Compucom will stand terminated at the end of the financial year in which you attain the age of superannuation (60 years). Termination of employment may also be initiated earlier by either party by serving prior written notice on the other, as per the notice period stipulated in this Appointment Letter. The Company is also entitled, at its discretion, to either waive your notice period in part or in full, or to require you to pay to the Company the equivalent fixed salary in lieu of the unserved notice period. Compucom further reserves the right to terminate with sooner effect by tendering equivalent fixed salary in lieu of the Company's notice period.

In the event of the termination of services by either party, the applicable notice period will be 90 days & 30 days in case of during probation period. If you remain absent from duties during the notice period, then your last working day will be automatically extended proportionately (by the same number of days you remain absent from work). In the event of you serving the Company a notice of termination of employment by submitting a resignation letter, your release will be governed by the general terms and conditions of employment in force at that point in time, subject to the satisfactory handing over of your duties, responsibilities, Company documents, Company assets, etc. to the relevant parties. The details of this Policy are available on our HR website.

In the event of breach of any of the terms and conditions of your employment and/or service rules leading to gross misconduct, the company reserves the right to claim liquidated damages from you, apart from other damages. The Company also reserves the right to terminate your services without notice.

You will be solely responsible for the Company property that is assigned to you to discharge your duties. Loss of any item would be recovered from you as the Company may deem appropriate. On ceasing to be in the employment of this Company for any reason, you will promptly settle all accounts including the return of all Company properties, tools, equipment, documents, etc. without making or retaining any copies.

You will automatically retire from the employment of this Company upon attaining your age of 60 years. Thus, you shall automatically stand retired without notice on the last day of the month in which you attain 60 years of your age. After retirement you can be reemployed on the same or revised terms and conditions at the discretion of the management.

We welcome you to the Compucom family and wish you a successful career with us