



E2E Networks Limited

CIN- L72900DL2009PLC341980

1st Floor, A-24/9, Mohan Cooperative Industrial Estate
Mathura Road, New Delhi-110044, Phone No. +91-11-4084-4964

Mr. Harsh Kumar
Flat 402, Sinheshwar Palace,
Road no. 2B, Rajendra Nagar,
Manoharpur Kachhuara, Patna,
Rajendra Nagar Bihar - 800016
Email: harsh.kumar1910@gmail.com
Mobile: +91 8102012043

Date: 28th August 2023

Sub: - Letter of Offer

Dear Harsh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you a position in our Company on the following terms and conditions:-

Designation: - **Intern - Software Engineer**
Date of Joining: - **4th September 2023**
Annual CTC Including Benefits : - **INR 643,115/-**
Place of Initial Posting: - **Delhi**

*Break Up Details of Annual CTC is attached herewith as **Annexure - A**.

You are required to report to work at the above-mentioned office on the date of joining mentioned above, failing which this offer will stand automatically withdrawn.

Your appointment would become valid only on signing of detailed terms and conditions embodied in a separate Letter of Appointment and Proprietary Information and Inventions Agreement (hereinafter called as "NDA") which will be provided to you on the date of joining. Further, your employment would be subject to the submission of the required documents by you as mentioned in **Annexure B** and **Annexure C** attached herewith to the HR department of the Company within the time frame as mentioned in the respective Annexures.

Also, the offer will be valid subject to completion of your pre-employment background verification conducted by E2E. The submission of requisite documents as mentioned in Annexure B is necessary to enable the Company to complete the pre-employment check.

The management reserves the right to withdraw this offer if any of the information provided by you in the Application form/Resume and documents is found misleading or misconceived and /or if any of the above conditions are not fulfilled by you or for any other reason in the light of subsequent changes to the circumstances /information which make it necessary to withdraw this offer as per the decision and judgement of management of the Company.

Please sign and return a duplicate copy of this letter as a token of your acceptance of the offer by **29th August 2023** failing which the offer shall be deemed to be automatically withdrawn.



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By accepting this offer you are agreeing to work as an intern with the Company and also agreeing that you are not a party to any agreement that would restrict or affect your internship with the Company.

The pendency of any legal suits, investigation proceedings from any regulatory authorities in which you are involved can affect your ability to perform your duties effectively. Therefore, in case any legal case, investigation from any regulatory authority is pending against you, or you are a party to any pending legal suits/ investigation proceedings, then you are required to disclose the status of the same to the Human Resource department of the Company on receipt of this offer letter and based on receipt of any such information from you or from any other source, the Company reserves the right to cancel/withdraw this offer letter and you shall be communicated accordingly.

We understand you have completed **B.Tech** from **LNM Institute of Information Technology**. However, please note that in case you are already pursuing any other training or other educational or skill development courses from the same or any other institute, then you need to inform the same to us by emailing hr@e2enetworks.com and you may continue the same during employment with the Company only on receiving written permission from HR department, even if such courses or training is held on weekends or outside your working hours

Further, we wish to inform you that on successful completion of your internship period, the Company at its discretion, may extend your internship for a further period of 6 months or offer you employment as per Company's employment policy at such CTC (Including benefits) ranging from INR 8,00,000/- per annum to INR 10,00,000 per annum.

E2E believes that its people are its biggest strength and that Company's growth is linked to employees' growth. We are looking forward to the opportunity to work with you. In case of any queries, feel free to contact the Human Resource department of the Company at hr@e2enetworks.com.

Thank you,
For E2E Networks Limited

Authorised Signatory

Accepted: - (name & sign of candidate)

Date: - _____



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Annexure -A : Break Up of Annual CTC

Particulars	With PF	Without PF
Basic	252,000	252,000
HRA	126,000	126,000
Other allowance	150,233	171,833
Employer Contribution towards PF	21,600	0
Employer Contribution towards ESIC	-	-
Statutory Bonus	50167	50167
Laptop allowance	0	0
Total	600,000	600,000
Variable Pay (Refer Note 5)	0	0
Total CTC	600,000	600,000
Other Benefits	With PF	Without PF
Group Medclaim and Accident Insurance Policy (Refer Note 1)	5000	5000
Term Insurance (Refer Note 2)	5000	5000
Leave encashment(Refer Note 3)	21000	21000
Gratuity (Refer Note 3)	12115	12115
Total Benefits	43,115	43,115
Total Including Benefits	643,115	643,115

Note 1: We have the facility of Group Medical Insurance Coverage for sum assured of Rs. 7 lacs ("GMC") for self, spouse and kids and Group Personal Accidental Insurance Coverage ("GPA") for sum assured of Rs. 10 lacs for employees. In addition to your CTC, the company also bears 50% of the total premium on GMC and GPA or Rs. 5000/- per annum whichever is lower, for every employee.

Note 2: Company will reimburse you premium paid towards self term insurance up to Rs. 5000/- for current financial year. You will have to submit required proofs to claim this reimbursement.

Note 3: a) Leave encashment shall be paid as per the company leave policy on separation.

b) Gratuity shall be paid on separation in accordance with the prevalent law as may be amended from time to time.

The Gratuity and Leave encashment amounts are only indicative and cannot be claimed as a matter of contract or a right unless you are eligible to receive it as per Company policy and prevalent law.

Note 4: Salary in hand shall be subject to applicable TDS.

Note 5: Variable Pay is payable annually as per the company terms and conditions. Also, it is payable on continued employment along with salary paid on or before the month of October. e.g. for April' 23 to March' 24 period, variable pay would be paid on or before October'24.

Note 6: Currently we have mentioned CTC breakup both including and excluding PF. Please inform the E2E HR team of your decision whether you want to opt for (or not opt for) Provident Fund (PF) on/before your joining date.

In case you choose not to Opt for PF, then you need to submit to us a signed copy of PF Opting out form (PF Opting out form shared with you with this email).

Please note if you are covered under PF in your immediately previous organization, then you need to opt for PF irrespective of your wages falling above Rs. 15000 limit. The only exception where you can still opt out of PF is that there is at least two months of employment gap and you have completely withdrawn your PF amount before your joining date with us.



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Annexure B: Documents to be submitted within 2 days of acceptance of offer

1. Self Attested Copies of educational and professional qualification certificates
2. Signed copy of this offer letter
3. Last three months salary slips, if employed earlier
4. Relieving Letter from last employer, if received
5. Appointment letter of last employer
6. Experience Certificate of all Previous Employers
7. Accepted copy of resignation

Annexure -C: Documents to be submitted at the time of Joining

1. Four Passport Size Color Photographs
2. Self-Attested Copy of PAN Card
3. Self-Attested Copy of Aadhar Card
4. Form 11 - EPFO Declaration Form
5. Form F - Gratuity Nomination Form
6. Form 2 - EPF Nomination
7. Form 12BB and other relevant documents including Proof of Investment, if applicable
If employed earlier, then
8. Relieving Letter from last employer
9. TDS Details/Form 16
10. Any other relevant document as may be required by HR department