



## 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. Sajal Pathak,  
Ward no.2 Pant Colony, Near Gas Agency,  
Kichha, Udham Singh Nagar-263148  
Email: 19ucc031@lnmiit.ac.in  
Mobile: 9027452752

Date: 10th November 2022

### Sub: - Letter Of Offer

Dear Sajal,

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

Designation: **Intern - Software Engineer**  
Date of Joining: **2nd January 2023**  
Internship Duration: **6 months from date of joining**  
CTC (Including benefits): **INR 6,25,000/- per annum\***  
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at the above-mentioned office on the date of joining mentioned above, failing which this offer will stand automatically withdrawn.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of your acceptance of the offer by **13th November 2022** failing which the offer shall be deemed to be automatically withdrawn.

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.



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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 are pursuing **B.Tech** from **The LNM Institute of Information and Technology**. However, please note that in case you are already pursuing any other training or other educational or skill development courses apart from **B.Tech** from **The LNM Institute of Information and Technology**, then you need to inform the same to us by emailing [hr@e2enetworks.com](mailto: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 CTC (including benefits) ranging from INR 9,00,000/- per annum to INR 12,00,000/- 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](mailto:hr@e2enetworks.com).

Thank you,

**For E2E Networks Limited**

### **Authorized Signatory**

Accepted: - (name & sign of candidate)

\_\_\_\_\_

Date: - \_\_\_\_\_



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### Annexure A: Break Up of CTC

<b>Annexure A- CTC Break up (Per Annum)</b>		
<b>Particulars</b>	<b>With PF</b>	<b>Without PF</b>
Basic	300,000	300,000
HRA	150,000	150,000
Other allowance	128,400	150,000
Employer Contribution towards PF	21,600	0
<b>Total</b>	<b>600,000</b>	<b>600,000</b>
Variable Pay (Refer Note 5)	0	0
<b>Total CTC</b>	<b>600,000</b>	<b>600,000</b>
<b>Other Benefits</b>		
	<b>With PF</b>	<b>Without PF</b>
Group Medclaim and Accident Insurance Policy (Refer Note 1)	5,000	5,000
Term Insurance (Refer Note 2)	5,000	5,000
Gratuity (Refer Note 3)	15,000	15,000
<b>Total Benefits</b>	<b>25,000</b>	<b>25,000</b>
<b>Total CTC Including Benefits</b>	<b>625,000</b>	<b>625,000</b>

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 upto Rs. 5000/- for current financial year. You will have to submit required proofs to claim this reimbursement.

Note 3:a) Gratuity shall be paid on separation in accordance with the prevalent law as may be amended from time to time. The Gratuity amount is 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' 22 to March' 23 period, variable pay would be paid on or before October'23.

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 organisation, 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. Self-Attested Copy of PAN Card
3. Self-Attested Copy of Aadhar Card
4. Signed copy of this offer letter
5. Final Year Marksheet and Degree Certificate ( After course completion)

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

1. Four Passport Size Color Photographs
2. Self Attested Copy of Identity and Address Proof
3. Form 11 - EPFO Declaration Form
4. Form F - Gratuity Nomination Form
5. Form 2 - EPF Nomination
6. Form 12BB and other relevant documents including Proof of Investment, if applicable
7. Any other relevant document as may be required by HR department