



Flat no 6, Revati Enclave, Savarkar Nagar, Gangapur Road, Nashik - 422013

Date: 10th August 2022

To,
Mr. Rutik Sanap
Nashik

Subject: Offer letter

Dear **Mr. Rutik Sanap**,

With respect to the interview attended by you, we are pleased to offer you the position of **Management Trainee** in our firm "The Catalyst" based on following terms & conditions:

As discussed & informed you will be assigned various tasks, related to our consulting and training assignments and will involve travelling to client's place in and out of Nashik. As such the job involves analytical skills, good command on written and verbal communication, ability to grasp quickly, very high pro-active approach and learning approach.

Your office timings and weekly off are as mentioned below:

Sunday to Friday	09.30am to 06.00pm.
Weekly off	Saturday

You will report to work either at our client locations (as informed to you) or to our Catalyst office (Address: Flat no 6, Revati Enclave, Gangapur Road, Savarkar Nagar, Nashik).

Please note: your association with The Catalyst will be initially for 3 months. Your performance will be critically reviewed post 3 months based on which the next course of action will be decided. Please note, either side have the option to discontinue this association after completion of 3 months by giving one week notice. In case we decide to go ahead with this association, then you will be required to sign a service bond post these 3 months for a period of 3 years (the 3 years includes the initial period of 3 months). Service bond amount will be equivalent to one year salary amount.

Salary pay-outs will be as mentioned below and will be credited to your bank account by 7th of every month. This salary will be subject to profession tax and TDS as applicable

1 st to 6 th month	Rs. 15,000/- per month
7 th to 12 th month	Rs. 20,000/- per month
13 th to 24 th month	Rs. 25,000/- per month
25 th to 36 th month	Rs. 30,000/- per month

You are required to use your own vehicle for travelling purpose to client's place in Nashik. Rate per km for two-wheeler will be Rs 4 per km and for four-wheeler it will be Rs 8 per km. Travel expenses incurred from home to office and back will be borne by you. Mobile & internet expenses incurred by you for the official purpose will be reimbursed to you.

During the initial 3 months, no leaves will be applicable to you and if you take leave then it will be considered as leave without pay. After 3 months, leaves will be as per the company policy.

You are required to maintain a daily log in the format given to you which is to be mailed by you on 1st of next month for the previous month. Also, you will report to Ms. Shoba Mundra at The Catalyst. Broad pointers which you will report will include giving her timely updates of the work done, visits plan vs actual, client wise broad deliverables for the coming week & month, status of the deliverables, minutes of the meeting, putting timely updates on whatsapp groups, etc.

You will follow the protocols related to code of conduct, punctuality, timely updates, etc as per the directions issued to you from time to time.

The terms of your employment are strictly confidential between you and the Company. Discussion of your compensation with any other party or employee will amount to disciplinary action. You are also required to maintain strict confidentiality in the areas you are working at **The Catalyst**. You will not at any point of time during or post-employment at **The Catalyst** share any information other than the purpose specified or intended for. Any breach will be dealt seriously, and suitable legal action will be taken if you violate this clause.

Seeing the typical nature of work where handover of knowledge is important, in case you wish to leave our company during the initial 3 months, you will be required to serve a notice period of 7 days and in case if you fail to do so, you are liable to pay 7 days gross salary amount, or it shall be deducted from any amount due or payable to you. Earlier leaving is purely under discretion of the firm. Please note notice period post the initial 3 months will be governed by the rules of the service bond signed.

If you accept above terms & conditions, you will join latest by 5th September 2022. We look forward for your long term rewarding career! Please send your formal acceptance.

Thanking you,

For The Catalyst,

I accept this offer letter

Authorized Signatory

Rutik Sanap