



Valid For Offer/Appointment  
Extension of Employment Only

Date: 20 July 2020

**FIXED TERM OFFER LETTER**

Dear Mr. Chandra Shekhar Yadav,

This has reference to your application and subsequent interview you had with us. We are pleased to inform you that the company has decided to offer you as a **OSTS/COCO Coordinator**, at XEAM Ventures Pvt. Ltd. (hereinafter referred as XEAM VENTURES PVT. LTD) on a fixed term engagement period (contract), at our Client, **Bharat Petroleum Corporation Limited** (hereinafter referred to as "Client"), on the following terms and conditions:

1. The tenure of your contractual appointment shall be till **15-April-2021** and can be extended / renewed based on satisfactory performance. Notwithstanding this, in the event of the Client project/engagement/deputation for which you are being offered terminates before your contract end period, this contract shall be co-terminus with the project/work. You shall report to work on **21 July 2020** at client workplace at time 9.00 a.m.
2. Your total monthly CTC compensation will be Rs. **27000/-** (Rupees: **Twenty Seven Thousand Only**) all-inclusive. Statutory/ Insurance/ other deductions shall be made as per requirements.
3. During the period of employment, you will be required to not engage in any other part-time/full-time employment or any other gainful assignment, which effects your working with our Company or which is against our client's or our Company's interest.
4. While rendering your services you will have to ensure a valid driving license, and a 2 wheeler for local touring.
5. You should have a working Laptop or PC with you in case of work from home.
6. In case you are found to be involved in any governance issue like fraudulent transactions/ wrong punching etc., entire amount will be recovered from you. Also, you will be immediately terminated from the work.
7. You will be required to provide **one month's notice** in advance to the Company in case you resign from the services during & after completion of your probation period. The Company will have the right to refuse to accept your resignation till your charges are properly handed over.
8. The offer is subject to your being medically fit & no criminal record or data provided during the course of selection being false. Please submit Police verification within 15 days of offer letter.
9. Please note that the appointment is provisional subject to submission and verification of all relevant certificates / documents in respect of educational qualifications, experience etc. to establish your eligibility for the post.
10. In case after verification it is found that you do not fulfill the eligibility requirements for the post or have submitted false certificate / documents, the services are liable to be terminated with immediate effect without payment of any salary for the work performed and past payment will also be recovered.

We look forward to welcome you and make you as part of our team.

Thanking You,  
Wishing you the very best.

for XEAM VENTURES PVT LTD  
Authorized Signatory

Acceptance

I have read and understood the above terms of employment and hereby accept the same.

(Signature) Mr.

Date: