

05-September-2023

HR/2023/REC/05130

OPO115109

To  
Mr. Muhammad Saqib Hassan  
Bangalore

Appointment Letter

Dear Mr. Muhammad Saqib Hassan

With reference to your application for employment and the interview you had with us subsequently, we are pleased to offer you an appointment with One Point One Solutions Limited ("OPOS" / "company") as Customer Relationship Executive, at our Bangalore office with effect from 7-9-2023. You will be reporting to **Mr. Jackson**. Your employment with OPOS will be governed by the following terms and conditions, which were also discussed and agreed during your interview, and the same may be modified from time to time by OPOS in case including, but not limited to, of any changes in the process(s), business(s) and/or location(s) for which you have been appointed.

You will be employed with OPOS on an annual CTC of INR **216,000/-** and monthly CTC of **INR 18,000 /-**, which is inclusive of all allowances. The monthly salary would be payable to you only after satisfactory completion of training and certification. A detailed break-up of your CTC along with the relevant deductions have been mentioned in Annexure-I (CTC Annexure) of this Appointment Letter.

1. The nature of duties and tasks required to be performed by you, during your employment with the company, are provided in detail in Annexure-II of this Appointment Letter. Your duties and/or tasks carry high responsibility and accountability on your part. You shall be required to meet the minimum target as per SLA's in any given month. The said minimum target shall be subject to timely revision by the management of the company, in view of the customers' requirements and business scenario. If you fail to achieve this minimum target, it shall be presumed that you have not worked for the proportionate period and, deductions would be made from your net salary accordingly.
2. You shall not, in any situation whatsoever, refuse to work or not work, as per the instructions of your reporting authority, when you are scheduled or required to work. In case you are found to have refused to work when you were scheduled or required to work, the same would be considered as your unwillingness to serve the company and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.
3. You shall also not refuse to perform any other additional duties and/or tasks, as per the instructions of your supervisor and in view of need of the company. In case you refuse to perform any such additional duties and/or tasks, it shall be considered as insubordination on your part and amount to gross misconduct, for which strict disciplinary action would be initiated against you. In such cases, the management of the company is entitled to terminate your services with immediate effect, without the provision of any notice or pay in lieu thereof.

ONE POINT ONE SOLUTIONS LTD  
(Formerly One Point One Solutions Pvt. Ltd.)

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