

Date: 11th March 24

SHIVANI KODICAL

Passport Number:

SUB: OFFER OF APPOINTMENT

With reference to the recent discussion regarding your Job application, we are pleased to offer you employment as 'Assistant Quantity Surveyor' in our organization, on the following terms and conditions

1. Your remuneration shall include a salary of INR. 20,000/- per month. The salary will be paid as below.

Basic Salary + HRA Allowance + Other Allowance - 90% of the monthly salary paid every month

Performance bonus - 10% of the monthly salary paid yearly

2. You will be on probation for a period of 3 months to establish your suitability and your monthly salary will reviewed for the increment. During probation, if you are found unsuitable, you will be repatriated at your own expense without serving any prior written notice or notice pay.

3. Your general responsibilities and duties will be as directed by the Senior Quantity Surveyors, Mr. Yeshwanth Sai and Mr. Shivam Singh.

4. Whilst employed by Hiwin Systems LLP, you will maintain high standards of discipline efficiency, integrity and confidentiality. You will devote the whole of your time and attention during business hours to discharge your duties and will not be concerned or interested in any other trade or business whatsoever.

6. Period of employment shall be 2 years, renewable on mutual agreement.

7. Your Working hours will be from 9:00 hrs to 18:00 hrs, Monday to Friday.

8. After the period of probation, this contract of employment may be terminated by either side, by serving a notice period of two calendar months. However, for acts of indiscipline, the company may terminate the services without giving any notice Upon termination of employment you will return all the company's assets. documents, accounts and records, which may be in your possession or control, that relate to the business affairs of Hiwin Systems LLP.

All other terms and conditions shall be as per local Labour Law and as per the company's policy.

You may please confirm your acceptance of the above-mentioned terms and conditions of this offer by signing and returning the attached copy of this letter.

I take this opportunity to welcome you to our organization and wish you a successful career with Hiwin Systems LLP.

Best Regards

for Hiwin Systems LLP.

Srikanth S

Accepted By. Shivani.....

Date... 13th March 24

Hiwin Systems LLP,
Door # 5-11, E-2 and 3 First Floor, Punaroor Complex, Mulki - 574154,
Mangalore, Karnataka, India. Contact No: +91 8217639518
GST Number: 29AANFH0291F1Z9 | www.hiwinsystems.com | info@hiwinsystems.com



Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006