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Date 15/02/2023

**Employee Name:** Mr. Dipak Vijay Saraf  
**Employee Code:** ICRCPKDMH302

### Appointment Letter

We are pleased to appoint you in our organization as **Business Development In charge** subject to the following terms and conditions:

1. Your contract will commence from **15/02/2023** and expire on **15/02/2024** during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on **08/02/2022** and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions
  - (i) Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - (ii) During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - (iii) Not engage in any conduct which is detrimental to the interest of the Client or Indian Corporate Resource Centre.
  - (iv) Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Indian Corporate Resource Centre.
  - (v) Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of Indian Corporate Resource Centre.
  - (vi) Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - (vii) The Employee has to undergo process of verification of his identity from the nearest police station of his resident and has to submit report/certificate issued by the said police station. The said documents submitted by him will be consider as part of his personal files of employment. If the employee fail to do so our company shall not be responsible for any act of criminal nature committed by him.
  - (viii) Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - (ix) Comply with the safety, health and other rules and regulations of Indian Corporate Resource Centre and the Indian Corporate Resource Centre Client that you have been made aware of.
  - (x) During the course of your contract, you can be transferred to a location within the territory of India as and when required by Indian Corporate Resource Centre for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with Indian Corporate Resource Centre will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with Indian Corporate Resource Centre nor do you become an employee of Indian Corporate Resource Centre. Upon expiry or termination of the Work Assignment, your employment with Indian Corporate Resource Centre shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Indian Corporate Resource Centre shall promptly settle all your dues after making the applicable deductions.

Head Office : Mumbai  
Correspondence Office : Pune  
1, Jayanand Complex, 1st Floor, 569 / A,  
Narayan Peth, Near Kesari Wada,  
Pune - 411030. Tel : 020-24472461.



## Indian Corporate Resource Centre

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6. You agree to defend, indemnify and hold Indian Corporate Resource Centre or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and Indian Corporate Resource Centre shall be referred to a sole arbitrator appointed by Indian Corporate Resource Centre. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Ahmedabad, Gujarat, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Indian Corporate Resource Centre to make all salary payments required to be made to you by Indian Corporate Resource Centre including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
9. The salary payout will be made latest by 9<sup>th</sup> of the following month.
10. In addition to the terms contained herein, your relationship with Indian Corporate Resource Centre may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Indian Corporate Resource Centre and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

We at Indian Corporate Resource Centre would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process.

Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read , agreed , fully understood and accepted the terms and conditions of appointment. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at Indian Corporate Resource Centre with the acceptance of your first salary from Indian Corporate Resource Centre will be conclusive proof of your acceptance in accordance of terms and conditions.

### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For, **INDIAN CORPORATE RESOURCE CENTRE PVT LTD**  
**Accepted & Agreed,**

For Indian Corporate Resource Centre

\_\_\_\_\_  
**Authorized Signatory**

\_\_\_\_\_  
**Signature**

**Name: Mr. Dipak Vijay Saraf**

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Correspondence Office : Pune  
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**Employee Name:** Mr. Dipak Vijay Saraf

Employee Code: ICRCPKDMH302

<b>(Salary Structure)</b>			
<b>Salary Earned</b>		<b>Deduction</b>	<b>Rs</b>
		<b>Employees Contribution</b>	
Basic	5500	PF	720
HRA	2214	ESIC	74
BONUS	583	Professional Tax (Employees Contribution)	175
OTHER ALLOWANCE	1027	<b>Total Deduction</b>	<b>969</b>
Mobile Exp	500		
Sp Allowance	0	<b>Employer Contribution</b>	
Arrears Basic for previous month	0	PF (Employer) + Admin Charges	780
Arrears Others for previous month	0	ESIC (Employer)	320
		<b>Total</b>	<b>1100</b>
		<b>Other Benefits</b>	0
		<b>Total Saving</b>	2069
<b>Gross Earning (9824 – 969 = 8855/-)</b>	<b>9824</b>		
NET AMOUNT = 8855/-			
In Word's :- Eight Thousand Eight Hundred Fifty Five Only			

For, Indian Corporate Resource Centre

Accepted & Agreed,

For Indian Corporate Resource Centre

 Partner

Authorized Signatory

Signature:

Name: Mr. Dipak Vijay Saraf

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Correspondence Office : Pune  
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**A Professional Approach Towards Corporate Excellence**