

Visakhapatnam
Date: 21-MAY-2018

Dear GUDIVADA VAISHNAVI

Subject: Offer Letter

It gives us immense pleasure in inviting you to VZ PETROCORP INNOVATION (INDIA) PVT LTD (PETROCORP) as TRAINEE. We believe that corporate grows and flourishes, fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. We therefore believe that all our team member are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create a truly global corporation.

Your association and support will be governed by the various associate-related policies and guidelines of the organization.

We would expect you to join as early as possible as but not later than MAY 21st 2018 at sharp 8.30 am, beyond which the offer would stand withdrawn, unless reconsidered by us looking to the genuineness.

On the date of your joining, you please bring along the following:

1. Proof of age
2. Original Educational Certificates (for verification) and copy of educational Certificates.
3. Copies of professional Certificates
4. Appointment letter of the previous employer
5. Passport copy
6. Four recent Passport Size photographs.
7. Address proof original and Xerox
8. ID proof Original and Xerox

While welcoming you to, we are confident that you will contribute to the organization PETROCORP and its goals, add value through your roles and strengthen the company.

This offer is based on the following

G. Vaishnavi

Terms and conditions:

1. Your employment is subject to a three-month probationary period. This period of time allows you and PETROCORP to determine if the position is suitable for you. If the company decides to discontinue employment within this probationary period, you will be entitled to reasonable notice as outlined in the Employment Standards Act.
2. Your gross salary is Rs. 1,44,000/- per annum. Your gross monthly salary would be Rs12,000/- per month including all taxes.

NOTE : As per the conversation with you ; we likely to mention in written that is basing on the performance in period of 3 months from that of joining your gross pay will be updated and revised letter and will continue to see in next level of another periodic 3 months for further scaling . In this case we likely expect your performance in the best level.

The salary will be paid to you subject to you clearing the Background Verification process laid down by us/our client and also post approval of Time sheets/Attendance record by PETROCORP/clients of PETROCORP that you have been deployed to. If either the Background Verification or attendance is not cleared by you your salary will be withheld.

3. You will have no objections to working extra hours in the morning and/or evening according to the requirements of the job.
4. While in the employment of PETROCORP, you shall not be employed by any other company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority, or to be occupied in your own business without the prior written consent of PETROCORP.
5. You shall not under any circumstances either directly or indirectly receive or accept for your own benefit any commission, rebate, discount, gratuity or profit from any person, company, or firm having business transactions with PETROCORP .
6. PETROCORP Shall have the right to terminate your employment without notice or payment of salary in lieu thereof, if:
 - a. You commit any breach of your duties and responsibilities under this contract.
 - b. You are guilty of any gross default or misconduct, which contravenes the express or implied conditions of your employment; and/or
 - c. You commit breach of any of the terms of TERM 4 pertaining to confidentiality.

G. vaishnavi

You will be on contract for 11 months and with a mutual consent the contract to be renewed. This contract can be terminated by you or PETROCORP. by giving 15 days notice in writing to each other. PETROCORP reserves the right at all times, to give you one 15 days salary in lieu of notice. If you leave without giving the required notice or by not working during the notice period, you will be liable to pay PETROCORP. An amount equivalent to one 30 days gross salary.

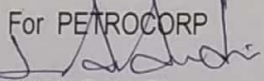
7. You are aware that during the course of employment with PETROCORP. You will have access to confidential / proprietary information about the PETROCORP, its clients, its business transactions, and associated companies. All notes and memoranda pertaining to PETROCORP trade secrets and confidential / proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of the PETROCORP. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to PETROCORP and its clients that you may have obtained during the course of your employment.

8. Prior to joining PETROCORP, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the Joining Date.

9. This letter is governed by and shall be construed in accordance with the laws of India, and both parties to this letter shall submit to the exclusive jurisdiction of the Indian Courts. This letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with PETROCORP. Any amendment or modification to this letter shall be made in writing and signed by both the parties.

Please confirm your acceptance of this appointment by signing and returning the enclosed duplicate copy of this letter.

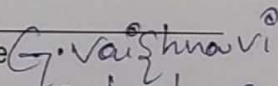
In closing, I believe that your acceptance of this employment offer and working with PETROCORP will be mutually beneficial, and I look forward to you joining our team.

For PETROCORP

K AMAR NAIDU
(MANAGING DIRECTOR)
Authorized Signatory.



I have read and understand the terms and conditions contained in this letter and accept this appointment based on the same.

Signature
Date:


21/05/2018.