

Registered Address:
A-401, 4th Floor, Prakrati Corporate Building,
18/2, Yashwant Niwas Road,
Indore (Madhya Pradesh) 452 001



Ekta Telecommunication Pvt. Ltd.
CIN No : U64200MP2015PTC035016

Ref. No. ETPL/OFFER/1678

Date: 20/03/2026

Dear Mr. Ashish Gupta

Subject: Offer Letter

We refer to your application and the subsequent interview with us and are pleased to appoint as **Accounts Executive** in Ekta Telecommunication Pvt. Ltd. (ETPL) at **Indore Location** and report to **Director Operations** on the following terms and conditions:

- 1 You must report for work on or before 23rd March 2026. You will need to contact **Kaundiya Satakshi** for your joining formalities, induction into the organization & and queries in future or write gunjesh.bharti@etplnetworks.com & kaundiya.satakshi@etplnetworks.com If you do not join on the mentioned date, after 2 days of joining date, this offer will cancel automatically.
- 2 You will be governed by the rules and policies of the company, which you will follow at all times, both in terms of writing and spirit.
- 3 During your employment with the Company, you shall not undertake any trade, business, freelance work, consultancy, part-time employment, or pursue any external course, training, or certification—whether paid or unpaid—without the Company's prior written approval. Any such unauthorized engagement will be treated as a breach of employment terms and may lead to disciplinary action.
- 4 You will not disclose any information pertaining to the affairs of the company to any outside person or agencies whilst in service or at any time thereafter.
- 5 You may, at the absolute discretion of the Management, be transferred to and posted at any of the Establishments, Offices or Works of the Company or those of its Sister Concerns.
- 6 In consideration of the discharge of your duties and the scrupulous observance of the Rules and Policies of the Company and the terms and conditions specified herein, you will be paid and provided with facilities as follows: -
 - a. You will be probation for a period of First Six Months. On completion of the probation period, your performance will be reviewed and based on the review the status of your employment will be decided by the company. Until confirmed in writing by the company, you will continue to be on probation.
 - b. Your CTC will be of **Rs 5,30,000/-** per annum.
 - c. The Company has the right to terminate your services by giving one month's notice or Basic salary in lieu of the same without assigning any reasons thereof.
 - d. Notwithstanding anything contained herein, in case you are found guilty of misconduct, including but not limited to dishonesty, disobedience, disorderly behavior, negligence, indiscipline, or any other conduct considered by the Company to be detrimental to Company's interests, or clients' interest or violation of one or more terms of this letter agreement, your services may be terminated with immediate effect, by a notice in writing (without salary in lieu of notice).
 - e. Upon termination of your employment for whatever reason, the Company shall not be obliged to make any further payment to you beyond the amount of any sums actually accrued on the date of termination and unpaid and the Company shall be entitled to offset and deduct from any such sums all and any amounts from time to time owing by you to the Company.

- f. If your employment is terminated by reason of the liquidation of the Company for the purposes of amalgamation or reconstruction and you are offered employment with any concern or undertaking resulting from such amalgamation or reconstruction, you shall have no claim against the Company in respect of the termination of you by the Company hereunder.
- 7 **Performance Review:** Any salary increments and promotions will be at the sole discretion of the Company, however subject to your overall performance.
- 8 **Property:** You will be responsible for safekeeping and return in good condition and order all or property, which may be in your use, custody, and charge.
- 9 Your employment shall be subject to a notice period of 90 days, either by you or the Company, or salary in lieu thereof. The Company reserves the right to adjust the notice period based on business requirements or waive it, partially or wholly, at its sole discretion.
- 10 The organization shall reserve the right to transfer any location existing or new as per the requirement, the transfer can also happen from one department to another. In such Situation your terms of appointment will remain unchanged.
- 11 You are expected to use social media and company IT resources responsibly, in line with the Company's policies. Please ensure that all communication or online activity reflects professionalism and respects the confidentiality and reputation of the organization.
- 12 All site engineers and field staff must strictly follow all safety procedures and protocols, including the proper use of Personal Protective Equipment (PPE), adherence to electrical safety guidelines, and compliance with travel and site-specific safety measures.
- 13 The company has a zero-tolerance approach to safety violations. All employees must follow safety procedures and protocols at all times. Any deliberate or negligent breach may lead to immediate termination, and the employee will be relieved from duties on the same day.
- 14 You also agree that whilst you are an employee of the Company and for two years after termination of employment for any reason, or from the entry by a court of competent jurisdiction of a final judgment enforcing these restrictions, whichever is later, you will not directly or indirectly compete with the business of the Company from time to time.
- 15 You are required to serve the organization for a minimum continuous period of one (1) year from your date of joining. In the event that you resign or discontinue your services before completion of this period, you shall be liable to compensate the company with an amount equivalent to three (3) months of your Basic Salary. The company reserves the right to recover this amount from your final settlement or through other legal means, as deemed appropriate.
- 16 The non-compete period referred to herein shall be extended by the length of time during which you have been in breach of the provisions of this Clause.
- 17 You also agree that after commencement of employment with us, access the Human Resources Website and ensure compliance as mentioned in the new hire section. Additionally, from time to time, Ekta Telecommunication Private Limited will communicate important information about its policies by way of electronic mail notification and/or the Ekta Telecommunication Private Limited intranet.
- 18 Any supporting documents submitted at the time of joining, if found to be false, forged, or obtained through unethical means during the Background Verification (BGV) process, will lead to immediate disciplinary action, including but not limited to termination of employment without notice. The company reserves the right to take any legal action deemed necessary in such cases.
- 19 Statutory Deductions like PF, ESIC, TDS, GPA or any other taxes such as Income Tax levied by Government as per Government Policy in force from time to time, this is also part of your CTC.

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By signing this agreement, you agree to thoroughly review these policy communications and to abide by them.

We are confident about your abilities and sincerely hope to establish a mutually rewarding relationship. Please sign this letter and the additional terms and conditions forming part of the employment letter, at the designated area and return the copy to our office as acceptance of your employment offer. All of us at Ekta Telecommunication Private Limited wish you good luck in your new assignment and extend a very warm welcome to our organization.

With Best Wishes,
For Ekta Telecommunication Private Limited



Authorized Signatory
Human Resource Department

ETPL

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I, _____ accept all the above terms and conditions of Employment.

Signature of
Employee

Date



ETPL