

22/12/2022

**Mrs. Sumithra Nagaraj**  
**No. 54 O E Block**  
**Matha Kovil Street Thandavankuppam**  
**Neyveli Cuddalore Tamilnadu-607802.**

**Dear Mrs.Sumithra Nagaraj,**

We are pleased to offer you on the following terms and conditions:

1. Designation : **Sales Promoter**  
Level : **E3**
2. Compensation  
Perquisites & Allowances : As Detailed in Annexure 'A'
3. Your initial place of joining will be at: **Daksh Knowledge Venture Pvt Ltd, No: 15, MIG, NH-1, Adigalar Road, Maraimalai Nagar, Kanchipuram – 603209.**
4. However, your services are transferable anywhere in India in accordance with Company's rules for the time being in force.
5. Your appointment will be effective from your DOJ, which shall be as soon as possible but not later than **28/12/2022** failing which this appointment will stand automatically withdrawn.
6. Your appointment is subject to your being certified medically fit by a registered medical practitioner as per the schedule enclosed.
7. Your services shall be terminable by either party giving the other three-month's notice after completion of the probation period of **6 months**. Company may, however, reduce this notice period at its discretion by accepting basic salary in lieu thereof.
8. You will be entitled to privilege leave in accordance with the rules of the company for the time being in force.
9. The age for retirement from the Company's service is 58 years and may be extended to a maximum age of 60 at the discretion of the management.
10. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.



**Daksh Knowledge Venture Pvt. Ltd.**

**Reg Office:** No.15 MIG, NH-1, Adikalar Road, Maraimalai Nagar, Kanchipuram – 603 209.

**Br Office:** 38/169, Annai Complex, 1<sup>st</sup> Floor, Opp to Jain Temple, Ayyasamy Street, West Tambaram, Chennai – 600 045.

Phone: +91 - 44 - 4305 1166 | Web: [www.dakshknowledgeventure.com](http://www.dakshknowledgeventure.com)



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11. You shall, during your service with us, devote your whole time and attention to the Company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service other than the Company's business or service.
12. Information pertaining to the Company's operations relating to shall remain secret and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc., shall be executed by you. You will also keep us duly informed if you are bound by any confidentiality agreement with any of your previous employers, in which case you shall keep us indemnified against any breach thereof by you.
13. You shall inform the company of any change in your personal data within 3 working days. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by registered post to you at your address in India, as recorded with the Company.
14. You will abide by the Rules & Regulations of the company, which are in force from time to time. The Company shall have the right to vary or modify any or all of the above terms and condition of service which shall be binding on you.
15. Breach of any of the terms and conditions will render you liable to termination of your employment without notice or compensation thereof.
16. For clarifications or any other information kindly feel free to contact the undersigned

We take pleasure in welcoming you to our Organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

Thanking You

Yours truly,

**For Daksh Knowledge Venture Pvt Ltd.**



**Authorised Signatory**

I agree to accept the employment on the above terms and conditions. I will report for duty on or before \_\_\_\_\_

Signed:.....  
**(Mrs. Sumithra Nagaraj)**

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Staffing

| Payroll

| Compliance



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**Annexure - A**

**Name** : Mrs. Sumithra Nagaraj

**28/12/2022**

**Level** : E3

**Designation** : Sales Promoter

Further to our offer of appointment dated 28/12/2022 you will be entitled to the following perquisites and allowances :

Particulars	Offer	
	Monthly Rs.	Annualised Rs.
Basic	5450	65400
House Rent Allowance	2725	32700
Conveyance	800	9600
Additional Personal Pay	4643	55716
Gross Salary	<b>13618</b>	163416
PF Employee Contribution	1307	15684
ESI Employee Contribution	103	1236
PT	208	2496
Net Salary	<b>12000</b>	144000



**Authorised Signatory**

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1	Name of Employee	Mrs.Sumithra Nagaraj
2	Father's Name / Husband Name	Nagaraj
3	Aadhaar Number	856390654050
4	Labour Identification Number (LIN) of the Establishment	1991079131
5	Universal Account Number (UAN)	101912512326
6	Employee Insurance Number (ESIC)	5134224890
7	Designation	Sales Promoter
8	Category of Skill	Sales Promoter
9	Date of Joining	28/12/2022
10	Gross Wages	13618
11	Other Allowance including accommodation whichever is/ are applicable	-
12	Avenue for achieving higher wages/ higher position	-
13	Applicability of social security EPFO and ESIC benefits applicable	Yes
14	Health Check - up	No
15	Broad Nature of duties to be performed	-
16	Any other information	-



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Date: 28/12/2024

To,  
The Store Manager,  
Neyveli,  
Darling Tvc.

Dear Sir,

Sub: Deployment of promoter **Mrs.Sumithra Nagaraj** (On Behalf of **DAKSH KNOWLEDGE VENTURE PVT LTD**)

Ref: - 1. Our discussion with **Mrs.Sumithra Nagaraj**(Category Manager/Buying Team Representative) and

2. Authorization letter dated **28/12/2024 to 27/12/2025**(On Behalf of **MAYA APPLIANCES PVT LTD – Brand Name: VIDIAM**)

This is with reference to the discussion; we had with **Mrs.Sumithra Nagaraj, MAYA APPLIANCES PVT LTD** and further discussion with your Category Manager / Buying Team Representative on the arrangement of deploying a promoter. In this regard, we would like to inform you that we have been engaged / authorized by **MAYA APPLIANCES PVT LTD** to provide Promoters on their behalf.

We hereby declare that during the above tenure of deployment at your Store, the Statutory Formalities including but not limited to payment / remittance of ESI, PF and all other required compliance, like payment of salary / wages, allowance, etc., for **Mrs.Sumithra Nagaraj** would be taken care by **(M/s DAKSH KNOWLEDGE VENTURE PVT LTD/ MAYA APPLIANCES PVT LTD)**.

We also hereby declare that we are alone responsible for compliances under various Statutory Legislations / Laws of the said **Mrs.Sumithra Nagaraj** further; we are responsible for all the acts of Law and commission by the said **Mrs.Sumithra Nagaraj** and unequivocally agree and undertake to make good the losses / damages suffered by any third party and / or your Company.

Timings: 10.30AM to 7.30PM.

Note: Kindly allow Mobile/Tab inside the outlet to Mark attendance & Entering Sales.

Thanking You

**For Daksh Knowledge Venture Pvt Ltd**



**Authorized Signatory**

**Daksh Knowledge Venture Pvt. Ltd.**

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