



Mindzita Pvt. Ltd.  
407 CITY  
CENTER,  
Behind Persistent,  
Hinjewadi - Phase 1,  
Pune - 411057

Date: - 27/07/2023

Dear **Shubham Rajaram Randive**

With reference to our discussions, we are pleased to offer you **Mr. Shubham Rajaram Randive**, an appointment as a **"SEO Analyst"** at **Mindzita Pvt. Ltd.** You will be based at the Pune office in Hinjewadi Phase 1. You are required to join on **28/07/2023** Your annual CTC for this assignment will be **Yearly (PA) 2,80,000/- which comes around Monthly 23,333/- INR per month**

During the term of this contract, you will be a dedicated resource for Mindzita Pvt. Ltd. You will be governed by the rules and regulations of Mindzita Pvt. Ltd. in force and as applicable from time to time. Your responsibilities and scope of work will include doing **"SEO Analyst"** work for Mindzita Pvt. Ltd.

**The terms of your contract will be reviewed in one year and are subject to modification. Terms and Conditions:**

1. You shall, during your Contract with Mindzita Pvt. Ltd, devote your whole time and attention to Mindzita Pvt. Ltd 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. All other previous employment stands to discontinue the acceptance of this contract.
2. You shall inform Mindzita Pvt. Ltd. of any changes in your last notified address, marital status, and personal contact number within three days' time.
3. All payments made to you during your assignment with Mindzita Pvt Ltd will be taxable.
4. All reimbursements will need to be supported with bills and no allowances or expenses other than the ones mentioned above will be paid for by Mindzita Pvt. Ltd.
5. Mindzita Pvt. Ltd. can transfer your services from one location to another, one department to another, in India or abroad depending on the exigencies of business.
6. Consumption of alcoholic drinks and drugs are taken other than medically prescribed is strictly prohibited during working hours.
7. Computers, Laptops, or any other asset provided to you by Mindzita Pvt. Ltd will remain property of Mindzita Pvt. Ltd and you can be held liable for any damage caused to them under your possession.
8. You shall return to Mindzita Pvt. Ltd all vehicles, phones, documents, correspondence, equipment, computer discs, computers, laptops, keys, data as defined by the employer, and any other property of whatever kind belonging or relating to the business of Mindzita Pvt. Ltd which may be in your possession, custody, or control whenever requested by Mindzita Pvt. Ltd or immediately on the termination of your employment.
9. You are not allowed to install or run any software not permitted by Mindzita Pvt. Ltd authorities on your computer or laptop.
10. You will be required to report for duties on Date failing which this offer shall stand withdrawn automatically, without any further intimation to you. On the day of joining please Report to, **Mr. H. Bajaj (info@mindzita.com)**
11. You are requested to note that the processing of monthly payments will be subject to the submission of Permanent Account Number (PAN) details to the company.
12. You agree and assure Mindzita Pvt. Ltd that during your employment or for a period of 12 months after the termination of your employment for any reason approach any other employee of Mindzita Pvt. Ltd with a view to him or her ceasing to be