



CAYS

Level UG, Sanali Spazio, Software Units Layout, Madhapur, Hyderabad -500081, Telangana

Date: **22nd May 2026**

To,

Pooja Singh

Mumbai

Subject: Appointment as Implementation & Support Specialist

Dear Pooja Singh,

With reference to your interview held at our premises, we are pleased to offer you an appointment to a position as a **Implementation & Support Specialist**

The terms and conditions are detailed in Section 1. These terms and conditions offered to you are exclusive in nature and are designed to suit you in the best manner.

The compensation (Salary Benefits) offered to you are detailed in Section 2 of this letter.

Kindly sign a copy of this letter as an acknowledge of acceptance of the said offer and that you would comply with the terms and conditions and submit it along with the relevant documents as mentioned in Section 3.

For CAYS

Authorized signatory

I acknowledge and accept the contents of the above offer dated **14th March 2026**, and agree to the attached terms, conditions and benefits of employment with CAYS.

Signature

(Mrs. Supriya Gurjar)

Date :- _____

Place:- _____

Regd Office : Level UG, Sanali Spazio, Software Units Layout, Madhapur, Hyderabad -500081, Telangana



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Section 1

We are glad to offer you the position of Appointment to a post of a **Implementation & Support Specialist** under the following terms and conditions.

TERMS AND CONDITIONS.

1. Your services will be on a probation basis for a period of 6 (six) months effective from your date of

joining.

2. After the completion of the above probation period your services will be regularized on the same terms and conditions as provided in this letter unless otherwise provided.
3. During the probation period of services, you shall be eligible for leave only in case of an emergency, after intimating the concerned person. After the probation period, the allowable leave will be as per the leave policy of the company effective at that time.
4. Your compensation Package will be as per Section 2 and will be reviewed annually, based upon your performance.
5. You will be expected to attend the office from 10.30 AM to 7.30 PM Monday to Saturday, and to work such other hours as may reasonably be required to complete your business duties.
6. Your services may be terminated by either party, giving notice in writing for 30-45 days or payment of salary in lieu thereof. The aim of this clause is to minimize unnecessary disruption of business. Emaginationz & Technologies reserves the right to terminate your employment on grounds of policy, miss conduct or unsatisfactory job performance, without giving any notice.
7. Whilst employed by the company :

You will not be permitted to undertake any other employment OR AGREEMENTS without prior written approval OF THE COMPANY.

Except on the proper course of your services, or, thereafter, you shall not divulge to any third party information regarding the affairs or business matters of the company or information regarding its customers without prior written approval. All information that comes to your knowledge by reasons of your services with the company is deemed to be confidential.

You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures.

All Inventions, new products, ideas, adaptations, technical, information or know how relating authored or convicted while employed by CAYS remains the property of CAYS. You will take all necessary steps to assist CAYS to obtain and preserve Patents, copyrights, trade secrets and other proprietary rights to new ideas or products.

Upon separation from the company on account of either resignation or termination, you need to immediately return to the company all the assets and property (including any leased properties) of the company including documents, files, books, papers, memos, cds, Floppies & Software(s) in your possessions or custody.

Your assignment is effective 14th March 2026 you are however welcome to join us at an earlier date.

The terms of this offer are intended to be kept strictly confidential.

Kindly sign and return a copy of this letter. Please initial each in acceptance of the terms and conditions set out herein.

We welcome you and wish you every success in you career with Emaginationz Technologies

With warm regards,

For Emaginationz Technologies

Authorised Signatory

(Mrs. Supriya Gurjar)

Accepted and Agreed

Employee Signature



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Section 2

COMPENSATION DETAILS

Net salary: Rs.0.00/-

Total Gross Pay Package per Month: Rs. 0.00 /- (Only)

(The above fees is subject to statutory deductions)

For **CAYS**

Accepted and Agreed

Authorised Signatory

(Mrs. Supriya Gurjar)



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Section 3

- 1 Number of Passport / Stamp size photographs.
- Copy of any photo Identity like driving License / Passport.
- Updated Bio Data