



CR/HR/2023/757

May 9, 2023

Mr. Shubham Jagdish Trivedi
Shaniwar Peth, Manorath Complex,
Karad, Satara,
Satara – 415110.

Phone: 9284484618

Dear Shubham,

We are very pleased to extend an offer of employment to you for the position of **Associate Consultant – Band A1**. Your date of joining will be **between June to September '2023**.

A detailed copy of your appointment letter will be issued to you on your joining. Your employment with us will be subject to receiving the following:

- Copy of educational certificates (10th, 12th / Diploma, Degree).
- Address & Photo identity proof.
- 06 Passport size photographs with white background.

MindCraft observes a 6-day week with Sunday as a weekly holiday. Business hours are from 9.30 hrs to 18.30 hrs subject to a lunch break of half an hour.

You are expected to follow the client's working hours and holidays while on deputation to client's site.

You will be required to sign an Employment Bond on the standard format, upon joining the service of the Company. If you so desire, you can take an inspection of the standard format which is available in the office.

You will be on probation for a period of six months, which can be extended on the sole discretion of the Management. While on probation, you will have a notice period of 15 days. On completion of the probation period, or extended period, unless confirmed in the services in writing, you will be deemed to be continuing on probation.

On confirmation, you will have a notice period of three-months while on project and one-month while on bench.

Enclosed is the compensation sheet giving details of your offer. The future increases will be performance based. The company is not liable to review your compensation either at the end of probation period or thereafter until the company's annual compensation review.

The company is not liable to adhere to any commitment, verbal or otherwise which is not explicitly stated in this offer letter.

Please acknowledge the duplicate copy of this letter as a token of acceptance of our offer.

Thanking You,

Yours faithfully,
For **MindCraft Software Pvt. Ltd**

Swetha Suvarna
Senior Manager, Human Resources

Compensation Package

Name: Shubham Jagdish Trivedi

Designation: Associate Consultant

Band: A1

Appendix 'A'		
Please find below your total earnings break-up per month.		
	Cost to Company (CTC):	25,000
A	Fixed Salary:	Amount in Rs. PM
	Basic	8,750
	HRA	4,375
	Conveyance	1,600
	Total of A	14,725
B	Flexible Benefit Plan:	8,607
	Special Allowance	
	Meal Coupons (Sodexo)	
	LTA	
C	Retirals:	
	Gratuity	423
	Employer Contribution to Provident Fund	1,050
	Total of C	1,473
D	Other Benefits:	
	Medical Insurance Premium (approx)	188
	Accident Insurance Premium (approx)	7
	Total of D	195
TDS as applicable will be deducted every month based on the investment declaration given to Accounts. Other Statutory Deductions will be deducted as applicable.		

Employee can split the FBP as per tax plans based on the eligibility guided by the Policy and procedures laid down.

The HR facilitator will help you fix up the Flexible Benefit Plan. Please ensure that you declare the FBP selection within 10 days of your joining.

For Provident Fund, you will also have to contribute an equal amount same as employers contribution from your salary.