

LETTER OF OFFER CUM APPOINTMENT

12 Apr, 2021

Mayur Murlidhar Dhopte

Dear **Mayur Murlidhar Dhopte**,
Congratulations!!!

Subsequent to the discussions we had with you recently, it is a sincere pleasure to make you an Offer in our Organization. Please find the details below.

Position: Software Engineer.

Date of Joining: 19 April, 2021.

Location: Bangalore, India.

Total Gross Annual Salary: Rs. 2,50,000 /-

Salary Head	Per Month (In Rs)	Per Annum (In Rs)
Basic	7,610.00	91,320.00
HRA	3,597.00	43,160.00
Conveyance	1,600.00	19,200.00
Medical	1,250.00	15,000.00
Special Allowance	3,153.00	37,840.00
MGT. Allowance	3,623.00	43,480.00
C.T.C	20,833.00	2,50,000.00

You are required to sign a copy of this letter confirming the acceptance of the terms of offer and policies existing and modified from time to time. If this does not reach us within 5 days, then this offer of employment is liable to be invalid.

We look forward to the prospect of a long and mutually rewarding professional relationship

TERMS AND CONDITIONS OF EMPLOYMENT

Probation Period

You will be on probation for a period of three months and may be confirmed as permanent employee upon successful completion of your probation. In addition to your performance during the Probationary period, your confirmation as a permanent employee is subject to your submitting the requisite documents as required by the Company. As a part of the joining formalities, the company may at its discretion conduct background checks to validate the details of education as well as previous employment details furnished by you.

Leave and other Benefits

- The company leave benefits include Paid Leaves of 20 days, Sick Leaves of 10 days, Marriage Leave of 4 days, Paternity Leave of 3 days, Maternity Leave as per the Maternity Benefit Act and Bereavement Leave of 2 days
- Announcement of National & Festival holidays will be announced every year
- You can avail Leave Travel Assistance and Medical Reimbursement for tax benefits as per the policy of the company.
- Benefits such as corporate mobile connection, Laptop and internet connection at your home will be applicable based on your job profile or functional requirements as determined by the company.

Confidentiality

In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the company. Therefore, please ensure that you maintain confidentiality of all the information made available to you, and shall not divulge or disclose any such Confidential Information in the course of your employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment.

For Pentachrome Technologies Pvt. Ltd,



Ms. Archana S
HR-Head



Protection of Interest

If you conceive any new or advanced methods of improving process / formulae / systems in relation to the operation of the Company, such development should be fully communicated to the Company and will be and remain sole right / property of the Company. Also you will not undertake any parallel part time or full time employment with any of Competitor companies.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate personal, educational and professional details, if any, provided by you at the time of interview and / or joining. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed by the Company. If the Company is not satisfied, in its sole discretion, with the outcome of the Background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. If the background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

Working Hours

Being a 'People and Result' oriented company we believe in flexible timings. The working timing are between 9:00 AM to 6.00 PM and you are expected to work for 8 hours within the time period. We have five working days per week, but the office is open on Saturdays and Sunday also, in case you plan to work.

Location of work

Your job assignments may require you to be in and outside India where the company may conduct business with its clients or partners or directly. You may be required to stay at client site continuously for long duration of time.

Company provided assets

You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of the management.

Annual Leave

Employees are entitled to 12 working day's total leave exclusive of Casual leave, Sick leave and Public Holiday as mentioned by the company, to be taken at such times agreed with the company.

Abandonment

Any unauthorized absence from work for a continuous period of 10 days (including absence upon leave applied for but not granted), shall automatically terminate your employment without any notice obligation on the company.

Notice Period

Your employment can be terminated by either side with a notice period of one month. On receiving notice, if in the opinion of the company it is prejudicial to its interest to continue employment during the notice period, the company may at its discretion relieve you before the expiry of the notice period and is not bound to give any reason thereof. Notice period cannot be adjusted against your accumulated leaves or against salary.

Documents Required

On your joining date, please bring

- (i) The original and 1 photocopy of this letter duly signed and dated by you;
- (ii) 5 self photographs (passport sized, color photos with a white background),
- (iii) The originals and 2 sets of photocopies of the following documents:
 - Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.
 - Relieving letter or resignation acceptance letter from your most recent employer. If you have been employed for 1 year or less with the most recent employer, you must also bring a relieving letter or resignation acceptance letter from the prior employer. Include your employee number with such previous employer(s).
 - Proof of identity. Bring 3 sets of photocopies of any one of the following documents: passport, driving license, and voter's identification card or PAN card.
 - Copy of Passport - if you do not have a passport then kindly apply for a passport immediately and carry the acknowledgement on the day of your on boarding. If you have ever changed your name at any point of time, and for any reason whatsoever, please bring supporting documents for the same

I have read and understood and agree to the terms and conditions as set forth in this offer letter.

Sign & Date: _____