



APPOINTMENT LETTER

5th September ,2024

Mr. Devansh Prashant Mehta

B/504,Kamal Kunj,
Vallabhbaug Lane,
Ghatkopar East,
Mumbai-400072. Maharashtra

Mobile No: 8433593638

Email ID – devanshmehta06@gmail.com

Permanent Address:

B/504,Kamal Kunj,
Vallabhbaug Lane,
Ghatkopar East,
Mumbai-400072. Maharashtra

Mobile No: 8433593638

Email ID – devanshmehta06@gmail.com

Dear Devansh Prashant Mehta,

With reference to your application, **5th September ,2024** and subsequent selection process, it has been decided to appoint you in the services of the Organization from **16th June, 2025**. You will be designated as **“Software Developer”**. Your initial place of posting will be at our **Mumbai** office. However, you may thereafter be posted to work anywhere in India or abroad, depending upon exigencies of work.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of you joining the employer.

Kindly read the enclosed **Annexure- A**, which is a part of this appointment letter and also note the following:

- a. While working at **ARCON Tech Solutions Private Limited**, you are subject to organizational policies and procedures governing the conduct of employees.
- b. You will be on probation for a period of 6(six) months from your effective date of joining and depending on your satisfactory performance during the probation period is subject to extension at the sole discretion of the firm. Even after expiry of the period of probation indicated in the said clause, you shall remain under probation unless your services are confirmed in writing.
- c. In case you decide to resign from Organization's services, you shall be required to serve three months' notice period even during your probation period as said in the above clause. Notice period can neither be adjusted against balance leave of the employee.nor it can be waived off in any circumstances whatsoever.
- d. An employee will be relieved from his/her duties only after acceptance of the resignation and serving the notice period as per the Organization's policy.
- e. Your re-appointment, if applicable, shall, solely, be at the discretion of the Organization.

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- f. The Organization at its sole discretion be entitled to forthwith terminate the employment of the employee [except as provided in clause (10) below], by giving written notice of one month or one month's salary in lieu of the notice period.
- g. If you remain absent for eight consecutive days with-out permission of the management or if you proceed on leave without sanction or over-stay the sanctioned leave for eight consecutive days without first getting it sanctioned your services shall automatically stand terminated and a presumption will be drawn that you are absconding or have abandoned the employment up your own accord and you will further be liable to give three month's salary in lieu thereof which, if necessary will be adjusted from your payment of your earned salary or other benefits.
- h. In the event of your being guilty of misconduct or inattention or negligence in the discharge of your duties or in the conduct of the Organization's business, or such misdemeanour which is likely to affect, or affects the reputation of the Organization's working or of any breach of the terms and conditions herein, the Organization reserves its right to terminate your services at any given point of time, with immediate effect, without any compensation or notice
- i. Please note that your salary is strictly confidential between you and the Organization and should not be discussed with or divulged to anyone in any manner whatsoever.
- j. Your duties and responsibilities will be such as may be assigned to you from time to time by the management, such duties being inclusive of all duties and responsibilities relating to your substantive and other grades/ designations, depending upon the exigencies of the business.
- k. All employees are governed by the policies of the Organization, which are subject to change from time to time. Any such changes will be applicable to you and will be communicated in writing or on official electronic media.
- l. The offer is made to you subject to the following per-conditions without fulfilling which your offer may be treated as null or void:

You will be required to submit to our HR function, the following set of documents within 5 working days from the date of this letter being issued to you

- a. 3 pass-port size photographs
- b. One photocopy of all certificates and mark sheets along with the originals for verification
- c. Last three months' salary slip from the current employer along with the originals for verification. (Applicable if currently employed)
- d. Photocopy of appointment letter and experience certificate/ relieving letter from all the previous employers and current employer along with originals for verification. (Applicable if worked for more than one organization).
- e. One photocopy of passport/driving license etc. for photo ID
- f. One photocopy of telephone bill/ration card, etc. for proof of address
- g. Fitness Certificate

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You are also required to submit one photocopy of your PAN card and a copy of Form 16 or Statements of your Earnings and Deductions from previous employer for current financial year.

m. Background and Verification on Past Records:

In the initial recruitment process you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background check.

Joining documents submitted by you are sent for necessary verification and authentication to the background verification agency within seven working days of your joining. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful. HR team will contact you as soon as the background check process has been completed.

You will be required to report for duties at the earliest, but not later than **16th June , 2025**, or you are required to inform the HR at least one day before the agreed joining date, failing this appointment shall stand withdrawn automatically, without any further intimation to you.

I am enthusiastic about your joining our professional staff and look forward to working with you. To indicate your acceptance of this position, please sign the attached copy of this letter and return it to the office. If you have any questions please contact HR –coordinator: Madhura Pagar at +91 022 42215300 or madhura.pagar@arconnet.com

Sincerely Yours,
For **ARCON Tech Solutions Private Limited**

AUTHORIZED SIGNATORY

Accepted: _____
Signature **(Mr. Devansh Prashant Mehta)**

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**ANNEXURE “A”
OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

1. You shall not, without our prior written permission, carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, Organization or person. You shall devote your whole time and attention to your office work to promote the interest of our Organization and will not divulge to any person or utilize any of our secrets or other related information (which you may possess by reason of your, association with the Organization) outside the Organization.
2. You shall not seek membership of any local or public or political bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.
3. You shall not seek / accept employment with the clients of the Organization where you had been associated individually or as a part of the team during your employment with the Organization. Further you will not seek / accept employment with such clients within one year from the date of your resignation or leaving the Organization unless permitted by the Organization in writing.
4. Non-Solicitation of other employees: If you wish to leave the Organization after complying all the provisions as laid down in this Letter, you shall not solicit or approach any of the then- current employees of the Organization for switching to any other Company.
5. You agree and undertake to return to the Organization the over-payments, if any, made to you owing to any clerical or accounting error of whatsoever nature by the Organization within two months irrespective of whether they were accepted by you in good faith.
6. You understand that there is time involved in learning various methodologies implemented by the Organization, also there will be substantial learning curve even during the course of your assignments with the Organization and hence you will be able to contribute to the work involved only after you have spent considerable time with the Organization. Keeping in view the above fact you, hereby, commit to work with the Organization for a minimum period of 18 months from the date of your joining the Organization. In the event of your breaching this contract or any other terms and conditions, which are part of this appointment, letter the Organization reserves the right to seek appropriate damages from you.
7. The appointment is made relying upon the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you or any action on your part is found to be in contravention of the conditions stated herein, the Organization will have the right to terminate your services at any time without notice.

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8. You shall be governed by the Organization's rules and regulations (and practices) as amended from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Organization's decisions on all such matters shall be final and binding on you.

9. The Organization shall have the right to transfer you to any of its departments/offices, anywhere in India. In such case the terms and conditions of your employment including gross salary and benefits, etc. as stated in this letter will continue to be applicable.

10. By signing this Letter, you accept the said role in the organization and agree to join the company on the mutually agreed date as mentioned in this Letter. Failure to do so would be a material breach of contract and you shall, in the event of such default or failure in not joining the Organization for the said post on the agreed joining date, be liable to pay to the Organization your two (2) months' salary (CTC) in lieu of the above notice period. Moreover, the Organization shall be entitled to seek appropriate legal remedies against you and recover the above said amount including the appropriate damages as per the applicable statutes.

Accepted: _____
Signature **(Mr. Devansh Prashant Mehta)**

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**ANNEXURE "B"**

Name	Mr. Devansh Prashant Mehta
Title of Appointment	Software Developer
*CTC	10,00,000

"Annexure - A"

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	Basic Salary	33333	400000
2	HRA	16667	200000
3	**LTA	2777	33320
4	Bonus	2777	33320
5	Other Allowance	23907	286889
	TOTAL (A)	79461	953529
Statutory payments			
S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employer Contributions)		21600
2	***Gratuity		19231
	TOTAL (B)		40831
Other Benefits			
1	Health Insurance		5640
	TOTAL (C)		5640
TOTAL CTC (A)+(B)+(C)			1000000

"Annexure - B"

S. No.	Particulars	Value Per Month	Value Per Annum
		Amount in INR	Amount in INR
1	PF (Employee Contribution)	1800	21600
2	Professional Tax	208	2500
3	TDS		**
TOTAL Deductions		2008	24100
Net Take Home		77452	

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Note:

* Your Salary is Subject to statutory deductions as per applicable law.

****LTA Clause:**

(a) LTA Exemption shall be available for only two journeys performed in a block of four calendar years and it shall never go beyond such limit as said above.

(b) If proper disclosure of such journeys is not made and all the relevant documents are not submitted to the accounts department within the stipulated time then the Organization reserves the right to deduct such taxes on the LTA amounts as may be applicable and required by the concerned statutes; and no such claims shall be entertained by the Organization once the prescribed period has expired.

*****Gratuity benefits will be paid as per applicable law.**

Sincerely Yours,
For **ARCON Tech Solutions Private Limited**

AUTHORIZED SIGNATORY

Accepted: _____
Signature **(Mr. Devansh Prashant Mehta)**

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