



Realizing Your Transportation Vision

Date: 27.05.2024

Dear Aditya Gupta,

With reference to your interview with us, we are pleased to appoint you as **Software Developer**.
with effect from July 1st 2024 in this Company on the following terms and conditions.

1. Your consolidated emolument as **Software Developer** will be **Rs.9,00,000 LPA**.
2. Your appointment will initially be on **probation for a period of Six months** from the date of joining the company, which may be extended further, if deemed necessary. Unless specifically advised in writing you will be deemed to continue on probation on the same emolument.
3. During the probation period, your salary will be **Rs 37,500 per month**. After completion of the probation period, your annual CTC will be **Rs 9,00,000 per annum**.
4. Upon transitioning to the permanent role, you will undergo a **probationary period of six months**, once completion of this period, you will be confirmed as a **permanent employee** of the company.
5. You will be reviewed at the end of **Six Months** from the date of joining if your progress is found unsatisfactory the Management may terminate your services.
6. In case you decide to leave the services of the company, you will be required to give not less than **Three months'** notice period in writing & the company may in its sole discretion, relieve you of your duties anytime during the notice period, and in that event, you will be paid upto the last working day. No leaves will be allowed during notice period. If any leaves taken during the notice period will be either considered as 'Leave without pay' or the given days will be required to adjust by extending the notice period. The remaining Casual leave balance on prorated dates will be adjusted in lieu of short fall of notice period days only in sole discretion of the company else the same will be compensated in full and final settlement.
7. Your present place of work will be in Office, your services are, however, transferable to any place in the country within the company or to any of its associates or sister concerns or its subsidiary at anyplace in India or abroad (US & Canada), at the sole discretion of the Company.
8. No leaves are allowed during the training / Probation period.

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9. The Company reserves the right to assign additional charge/duty or transfer you to any other department. In such an event, the rules and regulations and the terms and conditions will stand amended accordingly.
10. In case of deputation to On-site Assignments, you are expected to observe/ comply with the said organization's policies, rules and regulations.
11. You are prohibited from disclosing, using, or attempting to use any information regarding the organization, business, finances, transactions, or affairs of the Company or its related companies for any third party. Failure to comply will result in strict action, including possible immediate termination of your employment.
12. You are prohibited from engaging in any other employment or business activities that may conflict with your duties and responsibilities at our company, either directly or indirectly, any business or work honorary, either full time or part time, If it is found that you are involved in dual employment without prior written consent from HB Software Solution India Pvt Ltd, your employment may be terminated immediately. Furthermore, you may be held liable for any financial losses incurred by HB Software Solution India Pvt Ltd as a result of such dual employment. HB Software Solution India Pvt Ltd reserves the right to pursue legal action to recover these losses.
13. You are under obligation to keep any information about Agents/clients/dealers/companies working with the Company or its associate concerns, which may come to your knowledge, by virtue of this employment, strictly confidential.
14. Any loss or damage to company caused by your actions will be your sole responsibility, and the cost will be deducted from your salary.
15. If you are absent for more than **5 days** without prior notification, disciplinary action will be taken against you, which may include termination of your employment.
16. On completion of the probation period, if your work and conduct is not found satisfactory. if the Company at any period of time thereafter does not require your services, the Company at any point of time shall have the right to dispense with your services without assigning any reasons by giving **one month's notice** in writing or on payment of one-month salary in lieu of notice.
17. The Company will expect you to perform your duties with a high standard of initiative, efficiency, and economy. You are expected to maintain a good image of the company, in the best interest of the organization.
18. You will devote full time to work of the Company and will not engage yourself or undertake either directly or indirectly, any business or work honorary, either full time or part time, competitive or otherwise, except with the prior written permission of the Management in each case.

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19. Your service conditions and employment will be governed and regulated under the company's rules and regulations, as amended from time to time, with regard to leave, conduct, discipline or any other matter, related to your services, not covered above.
20. Please sign and return the enclosed copy of this letter in token of your acceptance of the Company's offer of employment and a personal bond with the Company to serve the company for a **period of 2 years from date of joining**. In case you fail to do so, you undertake to pay the Company One-month salary, the cost incurred during your employment period, and loss to the client etc.
21. Please sign the offer letter and return it via email, physical copy submission, or fax within **48 hours**, Failure to do so may result in the cancellation of your application.

With Best Wishes
Asit Kumar Dalai
HR- Manager

HB SOFTWARE SOLUTIONS INDIA PRIVATE LIMITED				
Gurugram Haryana				
Name	:	Aditya Gupta		
Designation	:	Software Developer		
CTC Structure				
Particulars			Monthly	Annual
Basic Salary			41250	495000
House Rent Allowance			20625	247500
Any Specific allowance [1]			0	0
Any Specific allowance [2]			0	0
Any Specific allowance [3]			0	0
Other allowance			13125	157500
Gross Salary			75000	900000
Provident Fund			0	0
ESIC			0	0
Gross Salary FIX			75000	900000
Variable			0	0
Mediclaime			0	0
Bonus			0	0
Gratuity			0	0
Cost To Company [TOTAL]			75000	900000

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