

Ref. : mPHATEK/Offer/2023/1110

Date 04th Aug 2023

Mr. Gagan Meshram

Sub: Letter of Offer

Dear Gagan,

This has reference to your application for a career opportunity in mPHATEK Systems Pvt Ltd. and subsequent interviews you had with us; we take pleasure in extending our offer of employment as a **AEM Author**.

You shall be entitled to an all-inclusive annual Cost to Company (CTC) of **INR 5,00,000/- (Rs. Five Lakh Rupees Only)**. Your Job location is Pune, and your date of joining will NOT be later than **4th September 2023**. Enclosed in Annexure-I, providing details of your CTC along with the terms & conditions. The Compensation structure is subject to change from time to time.

A detailed letter of appointment will be issued to you at the time of joining.

You will be on probation for a period of six months from the date of your joining, after which you will be confirmed if your work is found satisfactory. You shall continue to be on probation, till your services are confirmed in writing by a letter of confirmation. In case your performance is not found satisfactory during such period of probation, including extended period, if any, your services shall stand terminated either by providing you a notice of 1 month or on expiry of such period of probation or extended period of probation and you shall be informed in writing.

The following documents are required to be produced by you for our records.

1. Photocopy of the Educational certificates & Mark sheets for all post-Graduation courses/any technical or professional courses undertaken / any training programs undertaken & completed.
2. Photocopy of Release letter & Experience Certificate from the previous Employer.
3. Photocopy of the passport.
4. Photocopy of PAN Card.
5. Recent formal passport sized photograph.
6. Photocopy of Past 3 month's salary slip/bank statements
7. Photocopy of Address Proof

Please note that all the above documents are required to be submitted in their original form for verification and the same shall be returned to you immediately.

Undertakings:

- A) You undertake that there are no claims of damages or legal actions of any nature instituted against you by any of your colleges graduated or from current / previous employers. Neither the colleges you have graduated from, nor your previous or current employer/s have instituted any action against you on account of any criminal activity, misappropriation of funds, operating in concert with competitors, undertaking dual profession, claims on loss or damage to company's property, harassment of co-workers etc. You further undertake that no legal cases of above nature have been instituted against you in past or currently in progress even in your personal capacity. You confirm that you have adequately declared any such information prior to you accepting this offer.
- B) You confirm that you have adequately declared in writing any kind of a medical problem, which you may have had in, past or present prior to you accepting this offer.
- C) You undertake that you have not been involved with drug abuse or have not been suffering problems with alcoholism. You confirm that you have adequately disclosed any such history to the company in writing prior to you accepting this offer.
- D) You undertake that your services are transferrable depending on the business or project requirements.

mPHATEK Systems Private Limited

Corporate Office: 5th Floor, "B" Wing, Pride Silicon Plaza, S.No.106, Near Chaturshringi Temple, Senapati Bapat Road, Pune, 411 016

Regd. Address: A-1006, Vanaraji, Rambaug Colony, MIT College Road, Kothrud, Pune – 411 038

Phone: +91 (20) 2563 9177 **Fax:** +91 (20) 2563 9188 **Email:** contact@mphatek.com **Web:** www.mphatek.com

This offer is valid, subject to:

- a. No adverse change in business plans of the company
- b. We are getting satisfactory recommendations from your references provided by you.
- c. The above undertakings proven true on accepting the offer & during the tenure of your association with the company.
- d. All details furnished by you being proven true.
- e. Clearance of your Background Verification from our contract agency.

On acceptance of offer, after joining if you resign within the first 3 months, you will be liable to compensate the Company with **One Month's Salary and the joining/retention bonus if any**. Further, you agree and accept that you will serve a complete 90 Days of notice period in case you decide to resign from mPHATEK.

This Letter of Offer is strictly confidential and cannot be shared with anyone or used as leverage with present OR other employers by the person who holds the letter. We reserve the right to take action.

On the day of appointment, you will have to sign the Appointment letter giving all the terms and conditions along with undertaking with a clause of "Non competence, Confidentiality, Non-Disclosure and Restraints of Trade", it will be an integral part of agreement and you would be bound to the undertakings of the same.

Offer of employment is a legal document and breaching any or all of its terms will render the employee liable to prosecution in a Court of Law in Pune courts, within the jurisdiction of the registered office of the company ONLY.

We welcome you to mPHATEK family and wish you a long and meaningful career with us.

Kindly confirm your acceptance by signing the duplicate of this letter.

With Best Wishes,

For mPHATEK

Mr. Arvind Bandgar
Co-Founder & CTO

(This letter is Computer generated and does not require a Signature)

Please send a note from your email-ID as a token of acceptance of this letter.

Annexure – I

Compensation details (CTC) In INRs

PARTICULAR	RS PER MONTH	RS PER ANNUM
Earned Basic	12,500	1,50,000
H.R.A.	7,500	90,000
Dearness Allowance	5,000	60,000
Special Allowance	13,595	1,63,144
Total Gross Salary (A)	38,595	4,63,144
Prov. Fund Company Contribution (B)	1,800	21,600
Gratuity (C)*	841	10,096
Medical Insurance (D)	430	5,160
Cost to Company (A + B + C + D)	41,667	5,00,000

You will be eligible to receive benefits under the Gratuity scheme, subject to a minimum of 5 years of continuous service with mPHATEK Systems Private Ltd.

* As per government rules and company policies, statutory deductions like Employee Profession Tax, Employees contribution to Prov. Fund, TDS and/or any other deductions will be applicable.

With Best Wishes,

For mPHATEK

Mr. Arvind Bandgar
Co-Founder & CTO

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