



Date: 03 August, 2020

To,
Mr. Shashank Vijay Ramteke
Shrinagar ward no. 2, Murmadi,
Lakhani, Bhandara, Maharashtra 441804

Employment Offer Letter

Dear Mr. Shashank Vijay Ramteke,

Congratulations!

This is with reference to your application and subsequent interview held. We are pleased to offer you a position as "Cloud Engineer" based at our office at (L-29, LSS Num-207, East Court, Viman Nagar, Pune, Maharashtra-411014) and your compensation will be Rs.780000/- Per Annum as discussed and mutually agreed. detailed break up is given below as per annexure.

In addition to this you will be eligible for performance based Incentive as per the incentive model of the company.

The details of the terms and conditions of the offer of employment is detailed in the enclosed annexure

Further, as discussed, we look forward to you joining us on **18 August, 2020** at our Office at (L-29, LSS Num-207, East Court, Viman Nagar, Pune, Maharashtra-411014). You are requested to bring copy of following documents at the time of your joining.

1. Four passport size photographs
2. Qualification Certificates (in original along-with one photocopy set; the originals will be returned to you after verification)
3. Proof of residence
4. Photocopies of your Resignation Letter as well as the Relieving Letter from your current employer
5. Photocopy of your last drawn salary slip.
6. Form No 16 / Certificate of Tax deducted as well as a copy of your PAN for Income Tax documentation.

OPULENCE TECHNO SOFT PRIVATE LIMITED

Address : L-29, LSS Num-207, East Court, Viman Nagar, Pune, Maharashtra-411014.

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Particulars	Per Month	Per Annum
Basic Salary	26000	312000
House Rent Allowance	13000	156000
Conveyance Allowance	1600	19200
Transport Allowance	0	0
Medical Allowance	1250	15000
ESI Employer	0	0
Special Allowance	3900	46800
CCA	19250	231000
Total	65000	780000

TERMS OF EMPLOYMENT

Your employment at **Opulence Techno Soft** be governed by the Company's policies as modified from time to time. Copy of the present policy will be made available to you on your joining the Company. In particular, and without prejudice to the foregoing statement, some of the more significant terms and conditions that govern your employment, subject to modifications from time to time, are detailed below.

- 1) Hours of Work:** A working day shall comprise of nine hours, includes a break of one hour for lunch, dinner or tea breaks. You may be required to work on a shift basis. Shifts may be scheduled across 24 hours a day, 7 days a week and 365 a year, subject to applicable laws. The shift timings may change from time to time which you would be notified of in advance. At times you may be required to work beyond 8 working hours. Employees at the client site shall follow the working hours as applicable at client site.
- 2) Salary and Benefits:** Salary shall be reviewed on an annual basis depending on the date of joining and you shall be notified of the amount of your salary entitlement for the succeeding year, depending upon your performance during the year.
- 3) Duties and Responsibilities:** a) The Company will expect you to work with high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.

b) You shall keep confidential all information and material provided to you by the company or by its clients concerning their affairs, in order to enable the company to perform the service. This also includes such already known to the public, which

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you will not release, use or disclose except with the prior written permission of the company. Your obligation is to keep such information confidential even on termination or cancellation of this employment.

- 4) **Place of Employment:** During your employment with the company, you will be liable to be transferred or deputed to any of the offices, departments of the Company or its Associates, Subsidiaries or Group Companies, whether in India or abroad. In the event of transfer or deputation of your services your salary and other benefits will be determined in accordance with the Company's policies prevalent at that time.
- 5) **Travel:** You may be required to travel, whether in India or overseas, in connection with office work at short notice.
- 6) **Relocation:** You are eligible for relocation expenses reimbursement as per the company policy. In the event of your separation within 12 months of joining **Opulence Techno Soft**, this amount has to be paid back to the company.
- 7) **Leave Entitlement Policy:** As per the company's existing leave policy you will be entitled to twenty-four working days of privilege leave annually which is calculated at 2 days for every month of completed service. This is an earned leave and included any other form of casual or medical leave.
- 8) **Termination:** Your employment with the Company is subject to termination on, one-month prior notice by either side, The Company reserves the right to, at its sole discretion, substitute the notice period by paying your salary in lieu of the notice period.

The Company shall have the right to terminate your employment immediately without notice or payment in lieu of notice if you neglect, refuse, fail or for any reason become unable to perform any of your duties under this agreement or comply with the Company policies and code of conduct.

- 9) **Mode of Communication:** For any service of notice or communications of any kind, you will be informed by email or ordinary post at the address given by you at the time of your employment or such other address as may be intimated by you to the management thereafter.

Please endorse your acceptance by duly signing the duplicate copy of this letter on all sheets at the bottom on the right corner and return to the undersigned by either mailing it or handing it over to us.

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I.....have read and under stood the above terms and conditions governing my employment with the company and here by accept the above mentioned appointment in totality.

Yours's sincerely

For Opulence Techno Soft Private Limited.



Charan Tej
Manager-Human Resource.



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