

iorta Technology Solutions Private Limited
From the desk of.

Himanshu Gupta
Director
iorta Technology Solutions Pvt. Ltd.

Date:
18/10/2021

Letter of Intent

To,
Mr. Pritam Singh Naik,

Subject: Offer for the role of **Software Engineer** at iorta Technology Solutions

It is with a sense of immense pleasure that we, at iorta Technology Solutions, are delighted to offer you the role of **Software Engineer**. This intent of offer is based on our engagement and subsequent interviews you had with us.

The set of compensation and benefits associated with your continued employment with iorta Technology Solutions, are mentioned as part of Annexure A. These benefits will be reviewed in every 13th month from the date of joining.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

As a token of receipt, please sign and return a copy of this letter to the assigned HR personnel at the time of your joining which is set at **8th November 2021**. The offer will cease to be valid at 11:59 PM of 19th October 2021, in case the confirmation is not received by then.

We trust that your knowledge, skills and leadership experience will be drive the organisation to reach new heights.



Yours Sincerely,
Himanshu Gupta
Director
iorta Technology Solutions Pvt. Ltd.
himanshu@iorta.in

Accepted

Pritam Singh Naik

19-10-2021

Annexure A

Fixed Remuneration details		
Components	Monthly	Annual
Basic + DA	29,167	350,004
House Rent Allowance	14,584	175,008
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Children Education Allowance	800	9,600
Professional Pursuit Allowance	1,000	12,000
Special Allowance	8,133	97,596
Gross Salary - (A)	56,534	678,408
Deductions		
Professional Tax	200	2,500
PF Employee Contribution	1,800	21,600
TDS - Income Tax	Based on declarations	
Total Deductions - (B)	2,000	24,100
Net In-hand salary (before TDS) (A - B)	54,534	654,308
PF Employer Contribution	1,800	21,600
Health Insurance for employee & Family + Accident cover for employee + Term Life cover for Employee	Provided by the company	
Cost to Company	58,334	700,008

Annexure B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organisation. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

3. Working Hours:

The regular working hours of the company are from Monday to Friday, 10:00 AM to 7:00 PM. Every Second & Forth Saturday of the calendar month will be the weekly off. Rest all Saturdays, the working hours will be 11.00 AM to 5.00 PM. Working hours are inclusive of 45 minutes for lunch break and 15 minutes for tea break.

4. Office Location:

You will be working remotely and then from our Hyderabad Office or other places of business interest. The cost of relocation travel and stay for the first 2 weeks will be covered by the company.

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3rd Floor, Yesssworks, Ackruti Softech Park,
MIDC, Andheri East, Mumbai - 400093
www.iorta.in

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19-10-2021

5. Assignment, Transfer and Deputation:

Though you have been appointed at an engineering position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's regional offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

6. Leadership Development Programmes:

You will hold yourself in readiness for any LDPs at any place whenever required. Your participation in such programmes would be at the company's expense.

7. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilise and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

8. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

9. Restrain:

a. Access to Information:

Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorised through access privileges approved by unit mentors or project mentors.

b. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

10. Leave:

You will be entitled to leave as per law in force and as laid down in the Standing Orders of the company. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

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Accepted

Pratishya

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11. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

12. Termination of Service:

Either party can terminate this employment by serving a notice of 2 months (60 days) on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect. Unauthorised absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.

13. Standing Orders:

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organisation or are framed from time to time by the company.

14. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a latter date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

I _____, hereby agree to the terms of employment mentioned above and will enact in the best of my capacity when representing the company during and away from my time of employment with Iorta Technology Solutions Pvt. Ltd.

Accepted
Prithvi Singh Arora
19-10-2021