



CT/PUN/HR/2025-26/0010

Date: 05.09.2025

To,  
Nilesh Prajapati,  
Dhanori, Pune

**Subject: - Appointment letter**

Dear Nilesh Prajapati,

With reference to your application and subsequent interview(s) you had with us, we are pleased to offer you employment in our organization, on the term and conditions, mentioned in this letter for the offer of Appointment herein below:-

Designation:	Full stack Developer
Location/Place of Posting:	Baner, Pune
Remuneration	CTC 3 LPA (Rupees Three Lakh Only)

**DATE OF JOINING / APPOINTMENT DATE**

This appointment will commence from your date of joining 10/09/2025 provided that you indicate your acceptance to the same by signing and returning in duplicate a copy of this offer of Appointment to us immediately on your date of joining. Further, in case, you have any objections to the terms and conditions of this letter, the same should be communicated to us within 5 days from the date of this letter and prior to your tendering us your acceptance to the same, failing which the entire terms and conditions as stipulated herein, shall be deemed to have been accepted by you without any demur. The Appointment Date shall not be varied except if so intimidated by the company in writing.

**JOB DESCRIPTION**

Your job responsibility will include various tasks associated with planning, executing, and overseeing projects to ensure they are completed on time, within scope, and budget. Your duties include coordinating with internal teams and external vendors, allocating resources effectively, and managing project risks and issues. You will also be expected to communicate regularly with stakeholders, maintain project documentation, and uphold quality and compliance standards. Your role is critical in ensuring alignment between project goals and organizational objectives.

**PROBATION PERIOD**

You shall be on probation for an initial period of 4 months and in probation period your salary will be 15,000/Month. The probation period may be extended or Shortened at the discretion of the Management. A confirmation letter shall be issued to you after satisfactory completion of the Probation period, at the sole and obsolete discretion of the management.



## **REMUNERATION**

Upon successful completion of the probation period and confirmation as a regular employee, your salary structure will be revised and applicable as per **Annexure-I**. Your salary and other benefits, if any, shall be subject to the deductions of all Government and local taxes, contribution(s), etc. as required to be made under the prevailing laws of India and shall be further subject to deductions on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the company and all other matters as governed by the Company's policy.

## **PLACE OF POSTING**

a) Presently, you shall be posted at our pune Office. Your place of work may change in case of any relocation of the Company's offices. You are further liable to be transferred to any part within the Country/Overseas as decided by the Management in the interest of the company. b)The Management may place/transfer you temporarily/permanently in any unit/Department/Associate concern of the Company and/or it's subsidiary in or out of India as it may consider necessary at its discretion from time to time.

## **CONDUCT & DISCIPLINE**

- a) E-mail ID for communication with customers shall be shared with you after joining. This will be a password-protected official e-mail ID. It shall be strictly used for any correspondence with the customer. You are required to keep the password of such e-mail ID confidential. This E-mail ID must be regularly checked for any communication. This E-mail ID should be used exclusively for authorized official purposes only. You shall exclusively be responsible for any unauthorized and unapproved usage of this e-mail ID. You shall be bound by the Information Security Policy of Cirasthayi Technology.
- b) You are expected to maintain high standards of Conduct and Excellence in all your assignments. You shall discharge your duties and responsibilities faithfully and to the best of your ability and
- c) talent.
- d) You shall ensure timely reporting Daily, weekly, Monthly & Quarterly for the Performance appraisals.
- e) You shall at all times comply with the Company's policies, published from time to time.
- f) As company personnel, your association will be full-time and you shall not undertake any other business, work, or public office, honorary or remunerating post/assignment whether with or without consideration except with the written permission of the management in each case. You will be governed by the Service Rules and Regulations, administrative order(s), any such other rules/Standing
- g) Order(s) of the company now in force and that may be in force from time to time.

## **SECRECY**

- a) You will not divulge any information concerning the company's (or its associate's) operations, plans, know-how, etc., that you may come to have known or acquired during your employment to any unauthorized person(s), nor use for any purpose save for official purposes, during the period of your employment with us, or thereafter by word of mouth or otherwise. Non-compliance with this clause shall subsist the termination of the employment.
- b) Any work/project/assignments handled/developed by you individually or as a group during your employment with the company will be the exclusive property of the company and you will not have any rights on it, whatsoever. You shall execute all such documents as may be required from time to time to secure this right of the Company. Violation in any manner of the above-mentioned terms and conditions will be dealt with under Intellectual Property Laws of India, as prevailing from time to time.



#### **PRIVACY OF INFORMATION ON REMUNERATION**

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to anyone inside or outside the organization.

#### **NON-SOLICITATION**

- a) You covenant, and agree that during your employment with the Company and for a period of six (6) months thereafter due to the exposure and access to substantial confidential or proprietary information pertaining to Company's business and clients that you have till now obtained and shall continue to obtain and in recognition of the need to protect the Company's interest in this regard, you will not, except with the prior written consent of the Company, directly or indirectly;
- b) Attempt in any manner to solicit from (a) any current Client/ of the Company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the Company, business of the type carried on, or proposed to be carried on, by the Company, or to purchase or sell any products or services including any product or services competing with those provided by the Company; or Attempt to persuade any person, firm or entity, which is a Client/ to cease doing business or to reduce the amount of business which any such Client has customarily done.
- c) Employ, solicit, incite canvass or attempt to employ or assist anyone else to employ any person who is in the employment of the Company, or was in the employment of the Company at any time during the preceding six calendar months. Further, you shall not Solicit, incite or in any other way encourage other employees of the Company to terminate their respective contracts of employment with the Company; or
- d) Solicit, canvass or accept employment from any of Company's Clients or any person, firm or company, which competes with the business of the Company.

#### **GENERAL RULES**

In all matters including those not specifically covered by this letter, all employment benefit(s) will be governed as per the rules of the Company.

- a) You will intimate in writing to the Management any change of address within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you. You will hand over the charge, the property, and the material, etc. of the company in your Possession at the time of cessation of your employment with the company. You will be
- b) liable to pay damage(s) to the company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of this letter for the
- c) offer of appointment/agreement, etc. and the Courts at New Delhi will have exclusive jurisdiction over
- d) the appointment consequent to this letter and all matters arising therefrom. It is specifically agreed & accepted that any performance incentive scheme and/or any other rule(s) offering some other benefit(s) shall be disbursed at the sole discretion of the Company. It is specifically understood & agreed that such benefit(s) including but not limited to performance incentives cannot be claimed as a
- e) matter of Right Whatsoever.

#### **CESSATION OF SERVICE**

- a. Before tendering resignation, you are required to give 2 months prior notice in writing to the company during the probation period. Even If such resignation is after completion of your probation period, you are required to give 2-month prior notice in writing to the company.



- b. You will automatically retire from the services of the company on attaining the Superannuating age of 58 years. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - i. Return to work within eight days of the commencement of such absence, and
  - ii. Give an explanation to the satisfaction of the management regarding such absence.
- d. The management shall have the right to ask you to get yourself medically examined, vaccinated or inoculated by any registered medical practitioner at any time when the management feels it necessary. Your service will be liable to be terminated on being found physically or mentally unfit by a registered medical practitioner, nominated by the company.

#### **Performance Evaluation**

- a. Your performance will be reviewed continuously during the tenure of your employment.
- b. If at the end of next month, you have not met the minimum standards for that month, your probation can be extended, (if on probation) and a Performance Improvement Plan (PIP) will be proposed in both scenarios, (if confirmed), or your employment will be terminated at the discretion of the management. The Management decision to change territories/policies/product/ portfolio will be final and will be binding to you. All changes to job location/territories/policies/product/portfolio shall be at the sole and absolute discretion of the Management.
- c. In case your performance is not up to the mark, your designation is liable to be reduced.
- d.

#### **Non-Disparagement**

You agree that, during the employment or on cessation of employment, you shall not, directly or indirectly, in any capacity or manner, make, express, transmit speak, write, verbalize or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing), any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that might reasonably be construed to be derogatory or critical of, or negative toward, the Company or any of its directors, officers, Affiliates, subsidiaries, employees, agents or representatives (collectively, the "Company Representatives"), or that reveals, discloses, incorporates, is based upon, discusses, includes or otherwise involves any confidential or proprietary information of the Company or its subsidiaries or Affiliates, or to malign, harm, disparage, defame or damage the reputation or good name of the Company, its business, or any of the Company Representatives. You understand that failure to comply with the above shall make you liable for punitive and/or penal action.

#### **VERIFICATION**

- a. This Letter for the offer of appointment is issued to you on the basis of your candidature, eligibility, and on grounds of information/ documents provided by you to the company, which are believed as bonafide, genuine, and true. Further, if you are not an Indian Citizen by birth, please support your candidature and eligibility to join us with necessary details and documentation, as per the prevailing provisions of the law of India.
- b. This appointment is based on the information supplied by you to us in your application/personal data form and otherwise, and will be considered null and void if a material error is discovered therein at any time, and your employment shall be terminated without any notice or salary in lieu thereof.




- c. All documents submitted by you to the Company with reference to the above are subject to verification by the Company or an agency appointed by the Company at any time during your employment with the Company. You hereby specifically authorize the Company or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct, and conduct any other background checks prior to your joining the Company or thereafter. You expected to extend your full cooperation during such verification.
- d. Your association with Cirasthayi Technology Pvt Ltd is subject to the output of the Background Check, conducted by the Company or any third-party agency on behalf of the Company. In the event of any unpleasant findings, your employment may be terminated by the Company forthwith and without any liability to the Company.

Please sign the duplicate copy of this Letter for the offer of appointment and return the same in confirmation of your acceptance of the appointment and all other terms and conditions as stated therein.

Wish you all the best and welcome you to our organization for a long-standing relationship.

Sincerely,

With best wishes,

  
Miss. Vishakha shinde  
Human Resources





## **Company Employee Rules and Regulatory Policies:**

### **1. Work Culture:**

- We encourage a professional, respectful, and collaborative work environment.
- Employees must maintain integrity, accountability, and transparency in all professional dealings.
- Discrimination or harassment of any kind will not be tolerated.
- Open communication with managers and HR is promoted to resolve conflicts.

### **2. Time Management:**

- Standard working hours are from 9:00 AM to 5:00 PM or 10:00 AM to 6:00 PM, with a 45-minute lunch break. However, depending on business requirements or in case of emergencies, working hours may be extended.
- Employees are expected to be punctual and maintain regular attendance.
- Flexibility may be allowed with prior manager approval (e.g., for remote work or flexible start/end times).
- Timesheets or attendance logs must be accurately maintained if applicable.

### **3. Leave Policy:**

- Casual leave (CL): 1 leave/month (Inform before 3 days to Manager and HR) [Unpaid]
- Sick leave (SL): 1 leave/Month [Unpaid]
- Maternity Leave: As per statutory requirements (usually 26 weeks).
- Paternity Leave: 5 days
- Girls will get 3 days of work from home due to their monthly period cycle.

### **4. Salary and Compensation:**

- Salary will be credited on or before the 10th working day of each month.
- Annual appraisals and salary reviews will be conducted based on performance evaluations.
- Bonuses or incentives (if any) will be defined by management based on business and individual performance.
- All statutory deductions (e.g., PF, ESI, Income Tax) will be applicable as per government norms.

### **5. POSH (Prevention of Sexual Harassment) Policy:**

- The company maintains a zero-tolerance policy against any form of sexual harassment.
- An Internal Complaints Committee (ICC) has been constituted, comprising senior employees and an external member.
- Any employee facing or witnessing harassment can confidentially report the incident to the ICC.
- All complaints will be investigated promptly, maintaining confidentiality and fairness.
- Mandatory POSH training will be provided annually.

### **6. Code of Conduct:**

- Protect company assets and confidential information.
- Avoid conflicts of interest.
- No acceptance of gifts or favors from clients/vendors beyond nominal value.
- Adherence to all company policies and procedures is expected.



#### **7. General Dress Code Categories:**

- Dress appropriately for a professional office environment
- Maintain a clean, neat, and well-groomed appearance.
- Clothing should not be distracting, offensive, or overly revealing.

#### **8. Disciplinary Actions:**

- Violations of these policies may result in verbal/written warnings, suspension, or termination, depending on the severity of the breach.

#### **9. Amendments:**

- The company reserves the right to update or revise these policies as needed. Employees will be informed of any major changes.



Annexure-I

Salary Heads	Amount (PM)	Amount(PA)
Basic	13,000	1,56,000
H.R.A	3,500	42,000
Statutory Bonus	3,400	40,800
Other Allowance	2,000	24,000
Performance Incentives	3,100	37,200
Gross salary (CTC)	25,000	3,00,000
PF	1600	19,200
PT	200	2,400
Total Emp Deduction	1800	21,600
Net salary	23,200	2,78,400

Note:

- 1) TDS is calculated as per New Regime. (Deductions u/s 80c to 80u will be applicable)  
Incentives are monthly basis this will be yours in hand salary P.M.

