

Annexure I

SARFRAJ SAYYAD
Room No A-8, Shiv Vijay Colony,
Near Mahadev Mandir, Airoli
Navi Mumbai 400708
Mob-9969552007

LETTER OF OFFER

Dear SARFRAJ SAYYAD,

Congratulations!!

We are pleased to offer you an Employment with **10xtech.co.in** based on the interview discussions you had with us and your application submitted to us. Details of the terms and conditions of offer are as under:

1. You will be designated as **Junior Software Developer** and will be working on a work from home basis.
2. Your date of commencement of Employment will be on or before **15 Feb 2023**.
3. You will be entitled to receive compensation and benefits (Fixed Pay) as per the interview discussions and mentioned in Annexure II.
4. Your employment would be subject to the Terms & Conditions, mentioned in your offer letter in Annexure II, which will be issued to you on your joining.
5. You will be on probation for a period of 06 months from the date of joining.
6. Please send a screenshot of the below listed documents / details on your day of joining.
 - a) Aadhar Card.
 - b) Pan Card.
 - c) Academic Certificates (all from 10th to Highest)
 - d) Experience letter from previous employer (if any).
 - e) 02 passport size photographs (Recent)
 - f) Bank Account Details.
 - g) Family ID.
7. Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us. We are confident that this training will provide you with valuable experience and skills that will be beneficial for your future career. We look forward to welcoming you to our team and supporting your growth and development.

Yours truly,

For 10xtech.co.in,

PROGRAM MANAGER

Annexure II

Terms & Conditions:-

- Your work location will be : Work from home - you should have a laptop, with good internet connection.
- Your work week will be Monday to Friday. On occasional Saturdays if the company requires your productivity hour then you are expected to put in the extra effort at no extra payment.
- Your mandatory shift timing will be from 11:00 AM to 05:00 PM flexible working hours excluding Tea break/ Lunch and rest hours are flexible.
- We expect daily 08 hours of productivity skills from you.
- Company will provide you below benefits during 06 months training.
 1. First 02 months from the date of joining the company will provide you stipend of **Rs-5000/- PM.**
 2. Rest of 04 months you will be on probation period and company will provide you stipend of **Rs-10000/- PM.**
 3. After successful completion of 06 month training period, if company finds that your skills are fit for the organization then company will provide you in hand salary **Rs-25000/- PM.**
- Company will not provide TA/DA to you.
- No other benefits related to PF/ESI facility, any type of allowances.
- No claim will be entertained related to pocket expenses like- Internet charges, mobile communication charges.
- During Probation Company allows 1 pre-approved leave every month

Follow the Zero Tolerance Policy as below.

- I. Company will terminate you with immediate effect if you share the company data with anyone else.
- II. Do not breach the company working hours i.e. 08 hours daily.
- III. Company will terminate if found to be an act of serious misconduct, significantly neglecting your duties.
- IV. During the period of your training in the company you shall not secure or try to secure any other job without the previous consent of the company in writing.
- V. You shall not take any presents, commission or any kind of gratification or benefit in cash or kind from any person, party or firm having connection with the company.
- VI. A notice period of at least one (1) month is required from either side to relieve you from your responsibilities.
- VII. You shall not carry on any business or enter into any part time business of the similar nature of our business.
- VIII. Company will terminate the employee if any act of dishonesty / Corruption/ Theft / any action prejudicial to the employee.

- IX. As security, a security cheque is required during probation period of amount Rs. 5000 in favor of the company , if you leave the company without intimation we will present it to the bank. The same will be returned back to you after serving the notice period as mentioned above.

I have read the terms and condition and policy of the company which is mentioned in Annexure I, II and I accept the Terms of Services.

For 10xtech.co.in,

PROGRAM MANAGER

(Signature of Employee)