

OFFER LETTER

To,
Abhishek Ninawe,
Pune.

DATE: September 29, 2021

Dear Abhishek,

We are pleased to offer you the position of "**Project Trainee**" with the following terms and conditions:

1. The Company will pay a stipend of **Rupees 10,000/-** during the Training Period ending in **January 2022**. If you complete the training period successfully as decided by the company, then you will be absorbed as a **Software Engineer - Trainee** with an Annual Cost to the company (CTC) of **Rs. 2.4 LPA to 3.6 LPA** and will be on probation for a period of 3 months till **April 2022**.
2. You will be eligible for the other company benefits and statutory deductions as per applicable state and central government laws and company policy.
3. You are requested to **join on October 04, 2021**. In case of any unavoidable circumstances you are not able to join on the given date, you are requested to inform us at the earliest. In absence of any response, your services stand terminated.
4. On completion of your probation, if your performance is found to be satisfactory, then you may be confirmed in the employment of the company by a separate order of confirmation and in case if your performance is dissatisfactory your services stand terminated immediately.
5. Benchmark, at its sole direction may justify employment termination, if the information supplied by you at the time of interview or given in the applications is found incorrect or employment verification is found negative.
6. You will be eligible for leaves as per standard company norms. Your leaves will be subjected to the prior approval from HR.
7. During the period of probation, you will be entitled for 2 emergency leaves.
8. During the course of your employment or anytime thereafter, you will not disclose to any person, firm, or Company any confidential information or technique or otherwise concerning the affairs of the establishments. You will also not undertake or carry on either alone or in partnership or be employed directly or indirectly with any of our competitors as a principal, agent or otherwise any other business, trade or profession whatsoever.
9. You will be required to be diligent, honest and hardworking and will not be directly or indirectly and either solely or jointly be engaged in any service or other business or profession whether during or after the hours of your service.

Employer's Signature
& Date

Employee's Signature
& Date

10. During the tenure of your service with the company, if you wish to discontinue your services, the following are the statutory requirements you have to fulfill:

- A letter to the effect of your resignation should be submitted with a prior notice of **60 days** from the day you wish to discontinue your services.
- All assignments that have been assigned to you should be responsibly completed to the satisfaction of the organization. Failing any of the above you stand to forfeit all privileges related to remuneration, leave etc.

11. You have to submit photocopy of below mentioned documents at the time of joining

- Educational Certificates – From SSC to Latest
- Passport copy/PAN Card copy/ Adhar Card
- Permanent & Current Address Proof
- Recent photographs – 2 Passport Size (blue background)

We wish you a long and successful career with us

Best Regards,



A handwritten signature in purple ink, appearing to read "Tripti Poddar".

Tripti Poddar
Senior HR

For **Benchmark IT Solutions (I) Pvt. Ltd.**

Employer's Signature
& Date

Employee's Signature
& Date