

EMPLOYMENT OFFER

Date: 26-10-2021

Dear Vijay Agarwal,

Further to your recent interview with us, we are pleased to offer you the position of **Associate Director** and will be primarily based at our **Mumbai Office**. Based on the requirement, you are deputed to our **client location**.

Considering your overall experience, we are pleased to offer below. Annual Gross Salary offered by Prodevans is **INR3,875,000/-**

TERMS AND CONDITIONS

1. You are onboarded for permanent role effective **01st February, 2021** the following terms and conditions.
2. Your Primary Supervisor will assign the roles and responsibilities to you on time-to-time as per the project's requirements. Your supervisor would evaluate the performance on a monthly basis.
3. We look forward to your acceptance of the offer and will remain open for 7 days following your receipt of this letter and contingent upon Resignation acceptance in your current company and satisfactory results from your background check, which we expect will be completed within one month of your Date of Joining.
4. You would need to give a written commitment to the Organization for a period of minimum **2 year** from the date of Joining.
5. You will be on probation for a period of **three months** from the date of joining. Upon Confirmation, you shall be provided all facilities as per company policies.
6. Based on your performance during this period, the management may either confirm your employment or extend the probation or terminate your services without assigning any reason, whatsoever by giving **one month** notice in writing.
7. As agreed upon, you shall not leave or resign from the service of the Organization without completing the service tenure. However, if you decide to leave the Organization without completing the service tenure, the Organization is entitled to recover the following from you:
Any loan / advance, If Any in addition.
8. Post Completion of your commitment period, if you resign from your roles & Responsibilities you have to serve minimum **90 days of notice period**.
9. Your Salary increment will be based upon performance appraisal system as per the company policy.
10. As per our Bring Your Own Device (BYOD) policy, you will be using your personal laptop for your roles and responsibilities.

RULES AND REGULATIONS

1. You will abide by the standing orders or other regulations at the company, which may come into force from time to time.
2. Your services may be transferred, reassigned or deputed at the discretion of the company.
3. If at any time, hereafter, the company considers it necessary to make any alternation in your duties or place of employment such alternation shall not affect other terms mentioned herein, except as may be explicitly agreed upon.
4. You shall in all aspects obey and confirm by the company's rules and regulations. You shall serve the company with integrity and shall use your best endeavor to promote the company's business interests.
5. You shall not accept any present, gift, commission, loan, advance, or any sort of gratification or benefits in cash or kind, or personal help and assistance from any person, party or firm or company having dealings or any connection with the company and if you are offered the same, you should immediately report the matter to the company in writing.
6. While in services, you shall devote your whole time, attention and abilities exclusively to the performance of the duties in the interests of the company and shall not engage directly or indirectly in any other commercial business or pursuit, part time or full time assignment or working in advisory capacity for any other person and / or concern thereon accord or as an agent for others, except with the prior consent in writing from the company, or unless you are deputed to do so by the company.
7. You shall keep confidential all information, secrets of the company, as well as the knowhow, methods or process which you acquire in the course of your service to the company and shall not disclose, divulge or communicate to any person or use them for any purpose other than of the Company during your service or after having been discharged from the service. You will remain complete secrecy during the subsistence of your contact and thereof with regard to the company's affairs.
8. Any development, invention or patent, etc. made or discovered by you during the continuance of the employment shall be deemed to have been made by and on behalf of the company and hence shall belong to the Company exclusively and shall forthwith communicate to the company full particulars of every such development, invention, etc. and you will not claim any compensation, rights or title for the same.
9. You shall undertake and agree that all properties, including all correspondence addressed to or by you, specifications vouchers, literature, books, circular, articles, goods, etc., or property of any nature whatsoever belonging the Company or relating to the company's business which shall come into your possession in the course of your employment or otherwise shall be held by you merely as an employee of the company and you shall deliver the same to the company on demand, without claiming any lien or right whatsoever thereon.
10. If any declaration or information furnished by you in your application proven false, or if you are found to have willfully surpassed any material information, personal information & employment information, your services may be terminated without any notice or compensation.
11. In all the matters of dispute, Bangalore, INDIA will be the place of jurisdiction.

Information on the Salary Component:

You are entitled to below compensation and benefits in accordance with Prodevans policies. If there is any modification will be intimated from time to time.

Basic: These are fixed monthly components of your salary and are taxable. They do not vary every month and are fixed for a particular period.

House Rent Allowance: HRA is given to the extent of 40% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Variable Compensation: The variable component in your salary stack is payable in instalments during the year 2021 based on project engagement, manager feedback and performance during the said period.

You will be eligible for additional incentives for any successful project delivery other than the primary assigned one or any training sessions as proposed by the respective leader.

Provident Fund: For Provident Fund Employee & Employer will be contributing as per the standard Rules & Regulations of Government of Karnataka. There will be a slight deviation from the mentioned amount in the annexure.

Health Insurance: You will be entitled for Company's corporate medical insurance worth up to INR 2, 00,000/- (Rupees Two Lakhs Only).

Please return the copy of this agreement duly signed, as a token of your acceptance of the employment offer and the above-mentioned terms and conditions.

For Prodevans Technologies Pvt Ltd



Sushma Shriram
Manager-HR.

Declaration

I agree and accept the offer of the employment on the terms and conditions mentioned above.

Employee Signature: _____

Employee Name _____

COMPENSATION STRUCTURE

Dear Vijay Agarwal

Please find your salary structure offered as on 01st February, 2021.

Components		Figures (INR / Month)	Figures (INR / Year)
Basic	Paid monthly	140,630	1,687,500
House Rent Allowance	Paid monthly	56,250	675,000
Other Allowances	Paid monthly	59,970	719,625
Provident Fund Employer Contribution	Not Paid to Employee (Employer Contribution)	16,880	202,500
Gratuity	Not Paid to Employee (Employer Contribution)	7,030	84,375
Health Benefit Insurance Premium	Not Paid to Employee (Employer Contribution)	500	6,000
Total Compensation		281,260	3,375,000
Variable Incentive	Payable Quarterly		400,000
Training and Certification			100,000
Target Cost To Company			3,875,000

#Figures rounded up to nearest tens.

For Prodevans Technologies Pvt Ltd



Sushma Shriram
Manager-HR.

CHECKLIST FOR JOINING

Dear Vijay Agarwal

Please provide all the below documents on the day of joining.

Documents	Remarks
Copy of CV	
Academic testimonials (10 th , 12 th , Graduation, Post-Graduation) - Copy	
Technical Certifications (If Any) – Copy	
Passport size color Photographs – 5 Nos.	
Identity Proof with Photo ID - PAN Card/Aadhaar Card/passport. - Copy	
Residence Proof - Aadhaar Card / Any Govt. ID – Copy	
Certified copy of resignation letter, Pay Slips if applicable – Copy.	
Relieving letter from the previous organization, if applicable – Copy.	
Previous organization's Experience certificates, if applicable – Copy.	
Land line No and official email ID of last company, if applicable.	
Contact no of immediate supervisor in last company, if applicable.	
Passport/Visa Details – Copy	

Note:

Kindly Report to the HR Department on the day of your joining at 10 AM.
Contact Person: Ms. Sushma Shriram (9008791117)