OFFER LETTER

Reference: UNOTECH/Off/179/15-16

Date: 19th March, 2016

Mr. Amit Suryakant Ambekar
G-2/F-4, S.S.Apartment,
 Dias and Pereira Nagar,Naigaon(w)
Tal-Vasai,Dist-Thane,Pin=401207

Dear Amit,

With reference to your application and subsequent interview you had with us, we are pleased to offer you a position of **PHP Developer** in our organization.

- BASE SALARY

    Your starting salary is Rs. 35,000/- per month.

- DUTIES AND RESPONSIBILITIES.

    You are required to perform the duties and responsibilities related to your Position at any division, department or section in the Company or within the Group of Companies. You will be deployed at client site for their Project Requirements.

- PROBATION

    You are required to serve a probationary period of 6 months after which your Service will be confirmed subject to satisfactory performance. The Probationary period may be extended or shortened at the absolute discretion of the Company. During the probationary period, the appointment may be terminated by either party giving one month notice in writing to the other party or on payment of one month salary in lieu of notice. During probation period leave policy will not be applicable.

- WORKING HOURS

    <u>Back Office:</u>
    Monday to Saturday: 9.30 a.m. to 6.30 p.m.
    Lunch time: 1.00 p.m. to 1.30 p.m.
    Official off: 2nd & 4th Saturday

    <u>Site Employees</u>: As per the client rules & Regulation.

- ANNUAL LEAVE/HOLIDAYS

  You are entitled to 24 days annual leave in addition to gazette holidays observed by the Company."

  Leave policy – As per rules of the company, employees who are confirmed (post probation period) and are in the service will be eligible for maximum of 24 days of leaves in a one financial year

- TRANSFER/SECONDMENT.
  You are subject to transfer or secondment to any place where the Company has an office or when required in the course of performing your duties.

- PROVIDENT FUND
  Provident fund will be given to employee as per the State/ Central government norms.

- RULES, REGULATIONS & CONFIDENTIALITY

  You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

  Accordingly, you undertake that:
  - You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company;

  - You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company;

  - You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.

- **TERMINATION**

    - **UNOTECH Software Pvt. Ltd** will accept One Working month as sufficient notice period by the candidate for termination of service contract with our company.

    - Intimation to client supervisor/ Project In charge alone will not be acceptable as notice for our company by the employee. Client company rules may differ from **UNOTECH Software Pvt. Ltd.** rules & regulations.

    - Termination of employee will be effective after giving sufficient warnings by Management, on termination depending on the condition under which the employee is terminated, his/her last working day will be decided by the Management of **UNOTECH Software Pvt Ltd.**

    - No client recommendations will be taken into account for acceptance or rejection of the services of the employee working on site.

    - In the event of employee leaving (either by employee resignation or termination by employer or demobilization due to project completion) .

    - The company reserves the right to clear all dues of the candidate accrued till date he/she was in service of the company. Clearing of dues will require maximum three months time period.

- **JOINING DOCUMENTS**

    On the date of your joining, you may please bring along the following:

    1. Proof of age.
    2. Copies of educational certificates.
    3. Relieving & experience certificate from the previous employer.
    4. Appointment/Offer letter of the previous employer.
    5. Last pay slip received from the previous employer.
    6. Copy of Pan Card.
    7. 3 Passport Size Photographs
    8. Address proof

Your appointment will be subject to verification of 2 references.

We welcome you to **UNOTECH Software Pvt. Ltd** Family. Please sign the duplicate copy of this letter as a token of acceptance of the same.

**If you find that the terms are favorable, please indicate your acceptance within 10 days from the date of this letter.

This offer will automatically lapse and can no longer be accepted if we do not hear from you by the stipulated date.**

Thanking You,

FOR UNOTECH Software Pvt. Ltd   Mr. Amit Suryakant Ambekar

Authorised Signatory   Candidate Signature

Mr. Amit Suryakant Ambekar

	Yearly	Grand Totals	Monthly	Grand Totals
Yearly & Monthly Break Up of Gross Salary				
	Yearly	Grand Totals	Monthly	Grand Totals
Gross Salary	420000		35000	
Basic	204000		17000	
HRA	105000		8750	
City Compensatory All			2950	
Employers Contribution 12% of basic or Rs. 780/- whichever is less		420000		35000
Conveyance	35400		1800	
Yearly Bonus	0		0	
Special Allowance	54000		4500	
Less : Deduction				
P.F. (Employees Contribution 12% of Basic or Rs 780/- whichever is less				
Professional Tax	2500	2500	200	200
Net Salary Payable	417500		34800	
Add Performance Bonus				
	417500		34800	

Net Salary: Thirty Four Thousand Eight Hundred Only