

Date: 12th August 2013

Anup Prasad Samantaray
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Sub: Offer Letter -“Junior Application Developer”

Dear Anup,

This is your first step towards joining MindScale family. We are glad to welcome you to the position of “Junior Application Developer”. Here is a quick look at the terms and conditions.

1. Date of joining is **12th August 2013**.
2. Some of the things which you need to submit at the time of joining are:
 - a. 1 Passport size photograph
 - b. Pan card or Voter ID Card or copy of passport indicating residential address.
 - c. All relevant educational and professional certificates,
 - d. Appointment letter, salary certificate and release letter from your former employer, if applicable.
3. Your compensation package would be as under -

Probation Period:

Monthly Stipend: Rs. 1,500/= (Rupees One Thousand Five Hundred Only)

Permanent Period:

Monthly CTC: Rs. 4,500/= (Rupees Four Thousand Five Hundred Only)

Performance Bonus: After every 4 months: Rs. 1,000/= (Rupees One Thousand Only)

Total Annual CTC :(Assuming Performance bonus target is achieved): Rs. 57,000 (Rupees Fifty Seven Thousand Only)

The bonuses are payable on satisfactory performance & achievement of calendar milestone only. It is to the discretion of your management to allow full bonus, part bonus or not issue any bonus.

4. Confirmation: MindScale has 2 months probationary period. You will be a confirmed employee right after completion of 2 months with us and will have all benefits extended to you.
5. Paid Leave: At MindScale, you are entitled to 11 days of paid leave in a year, which is sanctioned by a process of approval at least 4 weeks in advance. Any Leave leftover cannot be given in lieu-of-notice or is payable in "cash".
6. Sick Leave: Apart from 11 days, you are given an additional 6 days as sick leave, which is approved, based on medical documents provided when you re-join.
7. MindScale would like you to be 100% dedicated to the job and thus you agree not to possess any additional direct or indirect employment by way of freelancing or other pecuniary benefits.

MindScale Technologies Pvt. Ltd.

Address: AJ-289, Sector-2, Salt Lake City, Kolkata-700 091, India. **Interactive:** +91-33-40010572

E-mail: contact@mindscale.co.in **Web:** <http://www.mindscale.co.in>

8. Separation Policy: If you decide to separate from MindScale, the following clauses (as applicable) will come into effect:

- a. A minimum notice of 30 days at all times during your employment along with valid reasons for separation must be provided to your manager.

Without 30 days notice employees will not be allowed to leave the job and in the event of this kind of situation company may take serious legal action of breach of contract against the particular employee hence all the documents including offer letter provided by MindScale will be considered as invalid and MindScale will not be bound to provide any release letter to the employee.

- b. Dues are payable up to the last working day only.
- c. In the unlikely event that you are asked to leave the company, a notice period of 30 days will be provided as well.

In the event of serious misconduct (which by way of example and not so as to constitute an exhaustive list shall include theft or other dishonesty, deliberate refusal of a lawful order by the Employer, criminal offence etc...) you will be dismissed instantly and without prior warning or notice.

9. Keeping Company Information safe is one of the primary mandates for all MindScale employees and you will be required to sign and adhere to the Confidentiality Agreement as per company norms. The main objective here is to preserve all Company matters related to its business and growth so that you do not disclose any information intentionally or inadvertently while talking to anybody outside the Company. In addition, an employment contract incorporating specific terms of this offer will also be required to be mutually signed.
10. Normal working hours of 9.30 am to 6.30 pm on weekdays and 9.30 am to 4.30 pm on Saturdays applicable. However, we all are here because of the customer, and you might be expected to put in longer hours in the benefit of the project. MindScale does not offer any overtime allowances at this stage. Your efforts at this level influence performance appraisals.
11. MindScale expects its employees to come in office with formal or semi-formal dressings. We don't restrict employees from wearing casuals but of course that must not spoil the office's working environment. Smoking is strictly prohibited in office or office nearby location.
12. Other General and Standard Directives of the company shall be binding upon acceptance of this offer.

Once again, a very warm welcome and our best wishes for your growth and prosperity.

Sincerely
For MindScale Technologies Pvt. Ltd.



Sreemoyee Banerjee
Co-Founder

I agree to the terms set forth above and accept this employment offer.

Signature of Applicant:

Date: 12/08/2013

Name: Anup Prasad Samantaray