



Kirti Tower, Plot No 13 & 13C TechZone 4  
Greater Noida West, G.B. Nagar 201306

+91 931-580-0489

mail@smalsus.com

www.smalsus.com

CIN- U72900UP2016PTC086901

Date: 08 April 2025

DOJ: 8-April-2024

### Offer Letter

Dear **Devendra Dixit**

We are pleased to appoint you as an **Associate Software developer** at **Smalsus Infolabs Pvt Ltd.** w.e.f **1<sup>st</sup> January 2025**. Your annual CTC will be **Rs.240, 000(Rupees two lakh forty thousand only)** per year, and the company will be providing you other Benefits as per the company employment policy. Your first appraisal will be as per the company norms i.e. in Jan, every Year. On acceptance of this letter, it is presumed that you have read our employment contract terms and conditions.

All the very best and congratulation on joining team **Smalsus Infolabs Pvt Ltd.**

Your CTC details are given below:

No	Components of Salary	Amount Rs. (Per month)
<b>A</b>	<b>Particulars</b>	
I	BASIC	10,000
II	HRA	5,000
III	OTHERS	2,305
IV	<b>GROSS</b>	<b>17,305</b>
V	EMPLOYEE PF	1,200
VI	EMPLOYEE ESI	130
<b>B</b>	<b>Major benefits</b>	
I	EMPLOYER PF	1,300
II	EMPLOYER ESI	562
<b>C</b>	<b>BONUS (8.33% of basic)</b>	<b>833</b>
<b>D</b>	<b>MONTHLY CTC(A+B+C)</b>	<b>20,000</b>
<b>E</b>	<b>YEARLY CTC</b>	<b>240,000</b>
<b>F</b>	<b>IN HAND</b>	<b>15,975</b>

**\*\* Note:** Net take Home Salary will be Subjected to TDS & Statutory Deduction.

Smalsus Infolabs Pvt Ltd

  
Director/Authorized Signature

**Deepak Trivedi (Director)**  
**Smalsus infolabs Pvt Ltd.**

**Following are the agreed Terms of your employment:**

**1. TRAINING PERIOD (Not applicable to you):-**

- During the period of your fixed tenure appointment, you are required to undergo 6 months of training period.
- You will be on the training for the first 6 months of your employment. You will be paid consolidated stipend of INR     /- ~~per month~~ during this period. No other allowance or re-imbursement shall be paid.
- On successful completion of training you shall be provided with a new employment contract confirming your employment with the company and containing details of compensation.
- You will be on probation for first six months and in first three months company will review the performance, and then confirm next 3 months training.
- You agree that you are flexible in working for the company and so will carry out all duties the company reasonably requires of you.

**1. STIPEND( Not applicable to you) :-**

You are designated as a Software Developer Trainee (SDT) on company terms which is describe below:

- Company shall pay stipend of - during first six months.
- After Six months Company shall pay - during one year.
- Company shall review the candidate performance during the training and provision period and decide the package.

**2. Performance Parameters**

**(For Fresher's): -**

You shall continue to demonstrate your performance during the training period. Your performance evaluation period will start from 1<sup>st</sup> month onwards against the parameter set by the company.

- In case you do not meet the minimum standard set by the company you are required to discuss your areas of weakness with your team leader.
- In case you do not meet the minimum standard of performance on second consecutive month you shall be required to report to the HR.
- In case you do not meet the expected performance level during the entire performance evaluation period; you shall not be promoted as Software Developer.

- Failure to all above clause your employment will be Terminated.
- On the Termination of your Employment you shall render all Documents& Information to the HR & failure to which shall lead to legal Proceedings.
- You are required to speak with HR for any difficulties & suggestions.

**For experienced:**

Your probation period will start from 1<sup>st</sup> month and ends after 3 months. In probation period

Company will judge your performance according to your experience and output.

- In case you do not meet the minimum standard set by the company you are required to discuss your areas of weakness with your team leader.
- In case you do not meet the minimum standard of performance on second consecutive month you shall be required to report to the HR.
- In case you do not meet the expected performance level during the entire performance evaluation period; you shall not be promoted as software Developer.
- Failure to all above clause your employment will be terminated.
- On the termination of your employment you shall render all Documents& information to the HR & failure to which shall lead to legal proceedings.
- You are required to speak with HR for any difficulties & suggestions.

**3. WORK LOCATION:-**

- Your Primary location is **Kirti Tower Plot no 13 & 13C, 2<sup>nd</sup> Floor, Techzone 4, Greater Noida West (UP)** but you may be required to work on a temporary or permanent basis at any of the locations of the Company or Company's clients.
- You shall be transferred to any department of the Company irrespective of the location in India and abroad.

**4. HOURS OF WORK:-**

- You are required to work during 10 AM to 7 PM. You agree to work for any additional hours if they are needed to perform your duties properly.

**5. SALARY AND BENEFITS:-**

- You will be entitled to a Gross remuneration package which is mentioned above.
- This offer holds good taking into consideration your confirmation of employment with **Smalsus**.

- These details related to your remuneration are confidential and may strictly be treated as such, divulging which, may lead to termination of employment. The company reserves its right to change the different components/ allowances/ structure of the total emoluments package at its discretion at any time in the future.
- Annual increment will not be automatic but will be based on performance. The eligibility for Appraisal Process is set by the company as 1 year of minimum service in the company as on the date of appraisal. Company could give you the appraisal after completion of one year on the basis of employee performance. Also, this offer holds good taking into consideration your commitment of employment with Smalsus for a minimum period of **3 months**.

## 6. HOLIDAYS:-

- As per the policies set by the Company time to time.
- No one is entitled to any paid holiday during your probation period /Notice period.
- All type of leaves is to be dully applied for and approved by the Company HR/RO.
- Every unapplied leave will be marked as LWP (Leave without Pay).

### Sickness Absence:

- If you cannot work due to sickness or injury you must inform the Company HR as soon as practicable on your first day of absence. If you are absent from work due to sickness or injury which continues for 1 or more than 1 day (including weekends) you must provide the Company with a medical certificate on or before reporting to work.

## 7. NOTICE PERIOD:-

- **The Employee, on joining the Company, undertook to stay in employment of the Company for a minimum period of one and half year ,& two month notice period to the Company in case he/she wants to leave the company, in consideration of which, the Company is not charging the cost of training from him/her. Notice period may increase and changed it will be depending on criticalness of project and reporting officer.**
- **In case you leave the company without serving 2 months notices period and there is pending work/Project that needs your attendance. Company will be liable to take strict LEGAL action against you and collect for the losses, damages and expenses from you.**

## 8. CONFIDENTIALITY:-

- During the period of your employment with the Company, you will devote full time to the work for the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

- You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
- You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.
- You will be required to comply with all such rules and regulations as the Company may frame from time to time.
- Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

#### **9. TERMINATION OF EMPLOYMENT:-**

- If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
- If you have committed an act of gross misconduct you may be dismissed without notice. In other cases and subject to other provisions of this Agreement, your services can be terminated by the Company by providing you written notice of one week. You may also leave the services of the Company by providing a written notice of two months to the Company (after completion of Bond)

The Company during the period of such notice:

- will be under no obligation to vest in or assign to you any powers or duties or to provide any work for you; and
- May prohibit contact between you and clients or suppliers of the Company or any Company of the Group ; and
- May exclude you from any premises of the Company or any Company other Group

**PROVIDED ALWAYS** that salary and all other contractual benefits remain payable. This clause

will not affect the general right of the Company to suspend for good causes nor affect the rights and obligations of the parties prior to the service of such notice or purported resignation.

- In case you leave the company without serving **2 months' notice period** and there is pending work/Project that needs your attendance. Company will be liable to take strict LEGAL action against you and collect for the losses damages and expenses from you.
- In case of breakage of this BOND by you. You will be liable to pay the amount as asked by the Company (based on your current engagements in the projects and the loss which company will have to bear in that period).

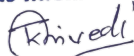
#### **10. GRIEVANCE AND DISCIPLINARY PROCEDURES:**

In the event that you have any grievance concerning your employment you should in the first instance raise the matter with the HR and then Company Director.

#### **11. VARIATION:**

In order to meet changing business needs, the company reserves the right to vary the terms of this agreement nevertheless.

**Smalsus Infolabs Pvt Ltd**



**Director/Authorized Signature**

**Deepak Trivedi (Director)**

**Date: 08/04/2025**

I hereby accept the above offer and I completely understand the terms and conditions of my employment.

**Devendra Dixit**

**Date:**