



DATE : 16 / 06 / 2025

## OFFER OF EMPLOYMENT - ANDROID POSITION

**Dear, Harshil Vaghasiya**

We are pleased to extend an offer of employment for the position of **Android Developer** at Plexus Technology After Careful consideration of your application and interviews, we are impressed your skills and potential contributions to our team. Congratulations, and welcome to the team plexus technology. we have pleasure in welcoming you and looking forward to mutually meaningful association. yours truly,

**HR Department,  
Plexus Technology**

Here are the further details about the offer details:

**Designation : Android Developer**

**Salary Package :**

- SalaryDuring (1 year) : **20000 Monthly**
- Minimum Notice Period : **45 Days**
- Joining Date : **01/07/2025**
- Employment Period : **(01/07/2025 to 01/07/2026)**

Information regarding the salary/increment to the employees confidential. Any disclosure to third parties other then the HR department will consider As a breach of confidentiality in that condition necessary actions will be taken.

I accept the Employment terms set out in this letter.

**Harshil Vaghasiya**

hr.plexustechonology@gmail.com

**Authorised Signature :**

+91 90238 38674



Being an employee of plexus technology, every employee has to follow the below mentioned conduct and discipline rules and no one is allowed to abuse the system while on duty. if management finds any employee against the system, Management shall be permitted for disciplinary actions.

- In Out Time : **9:00 AM - 6:00 PM ( Flexible )**
- Lunch Break: **1:00 PM to 2:00 PM**

For all the employees, clock in must be between **09:00 AM to 10:00 AM** If anyone fails to come no above mentioned time more than three times in a month, half day's salary will be deducted.

If anyone fails to come on above mentioned time more than four times, one day's salary will be deducted. Money deducted from the salaries for the penalty will be spent for the celebration/ employee engagement program.

- **Mobile phone must be submitted to the HR while working.**

- **Early Hour Leave**

Management will only approve early leave ( 15 to 30 Minutes, 01 to 02 hours leave) if someone has any emergency or health related issue. Employee will have to compensate this time later in the same week. More than two hours early leave will be considered as a half leave.

- **Plexus Technology Saturday off Policy**

1. The **1st, 3th and 5th Saturday** of the month will be Halfday Work and Halfday Event (Depends on Work).
2. The **2nd and 4th Saturday** of the month will be off.

## BASIC UNDERSTANDING

**1. Probation:** This is the period of **45 Days** from the date of your joining. During this time, you will be evaluated on a weekly/monthly basis and by this evaluation, company will either confirm you if you are found suitable. You will be put on a suitable scale based on your performance during this period. company reserves rights to terminate you any time if you fail to fulfil company's expectation.

**2.Training:** As we are doing very challenging work, you may require some common training to boost your knowledge and standard to align with our development standards.

We will give you various trainings during our service period to enhance your career path.

**3.Performance Appraisal:** If you will get confirmed during the probation period then your salary will be raised to your final salary (stated above). And as per company policy, your appraisal will be there after your employment time(as above)if you are eligible for such appraisal based on your performance during this period. **Please note that company reserves the right for the appraisal/increment anytime.**

**4.Increment :** increment will be **One year** and this process is based on your performance behaviour during your working tenure.The Company offers an appraisal/increment to the employees who had a good performance in past employment period. Amount or percentage depends on the decision of the company.

**5.Leaves:** You will be eligible for the benefits of the leaves decided by the Company. All Sundays, two Saturdays and the public holidays which are decided at the starting of the year by the company. Leaves taken in excess of this will be treated as loss of pay. Here are leaves details:

- **All Sundays**
- **Two Saturdays**



## IMPORTANT NOTES

1. The Company does not offer leave during your **Probation Period**. Company will approve the leave only in case of an emergency and that day will be added into your probation period as per company needs.
2. In a case of any emergency leave (**which is aporved by the company**) will cause you **1x cost** of your per day salary.
3. In a case of any emergency leave (**which is not per-aporved by the company**) will cause you **2x cost** of your per day salary.
4. The Company does not offer any leave during your Notice period. Although in any emergency case, leave would be approved by the company but consider that you have to work for more days per leave taken by you during notice period, and your last working day will change according to that.
5. Within the allowed limit when employees take leaves ,it is counted as a paid leave. if employees take a leave exceed the set limit, he/she experienced the pay loss, and also the company has right to extend their service agreement with the company, according to the leave taken by them or according to the work allocated to them. ( The limit will be decided by the Management).

## COMPANY POLICY

1. During your employment time, if a company finds that your performance is not enough to justify your role/responsibility/CTC, then the company reserve right to the terminate you any time.
2. You shall not at anytime during the continuance or after the termination of your employment hereunder, divulge either directly to any person, firm or Company or use for yourself or other, any knowledge, information, formulas, processes, methods, compositions, ideas or documents, concerning the business and affairs of the Company or any of its dealings, transactions or affairs which you may acquire from the Company or any dealings, transactions or affair which you may acquire from the company or have to your knowledge during the course of and incidental to your employment.
3. All programs, system logins, manuals, literature etc. developed by you while in service will at all times be deemed to be the sole property of the Company. Also, the Company will at all times have the sole proprietary right in any new system which you may develop while in company service such as software, images, templates etc. Protected by copyright law should not be used in any of the projects handled by you. If any such instance is reported by a client, appropriate legal action will be initiated by the company.
4. This is a position of continuous responsibility and does not entail payment of extra time or overtime. Company reserves right to give you a bonus or not .
5. if management announce bonus amount, then bonus will be added in next month's salary. Kindly clear your last month salary correction in present month or otherwise it will not be reviewed later.
6. You are expected to remain on duty through out the business/working hours of the company and be present in time for any meeting or get together scheduled by the company.
7. For the purpose of this clause, the expression "The Company" shall in addition to **Plexus Technology**, means and include any firm, person or Company subsidiary to or affiliated to with **Plexus Technology**.
8. You will be responsible for completing the work or assignment given by the company in a given time frame. If you will miss deadlines more than 3 times in 6 months of time, it will cost you a salary. It also affects your incentive and/or promotion. The Company also reserves right to terminate your employment.



9. All the company decision regarding the relieving for the employee will be final.

10. As a company, we respect the confidentiality of ideas, projects by our respected clients. So, you may need to sign NDA offered by company or client for specific project work. Any dispute in obeying such NDA will cause an immediate termination of the job and if client sue on a company, all the expenses for such event will have to be paid by you.

11. We will request you to produce a proof of age, relieving letter from the previous employers ( if any ), education certificates. **Out of Which You Have to submit one document and one blank cheque to company till the time of your Employment.** That will be returned to you when you safely leave a company by fulfilling all of its relieving procedures.

- If You are Leaving a Company Without completing your employment period, Then you will not get this document and you need to pay to company for whatever loss company made from this Departure.
- If You Leave a Company in Probation Period Then You Have to pay Salary Back That Company Paid to you and also above rule (8-a) is applied to the same situation.
- If in any circumstances, any employee breach bond before its completion, he/she has to pay 200000 INR or the loss occurred by you whichever is higher as well as 45 day's notice period

12. As a substantial amount of technical and other information, will be obtained by you or will be available to you, you will appreciate that any information so obtained must not be communicated directly or indirectly to any person, firm or Company. You will, therefore, be agreed to sign a secrecy agreement of Non Disclosure/Confidentiality.

13. In all matters of your daily conduct and discharge of duties, you will be governed by the rules and regulations for the Company which are in force and which will be framed from time to time. you would be required to work faithfully and diligently and promote the interest of the Company and not act in any manner adverse to the Company's interests. **Under on condition, you should disclose the Company's work details to outsiders unless it required in the course of your work. In case you are found to do so, the Company has the right to take all legal action.**

14. You are liable to be transferred from job to another job or from one department to another department or from one establishment to another establishment if required by the Management. you shall do such other work, which will be assigned to you by the Management from time to time. Any such changes in assignment transfer or overtime work will not automatically entitle you to any additional remuneration, allowance, compensation or another sum in respect thereof.





- 15.** It is also expressly agreed to by and between us that the company shall be entitled to loan or transfer services, provisionally for any duration or permanently, wholly or partly to any company which is or at the material time may be an associate., affiliate, successor, assigns or subsidiary or principal contractor to or the latter having a controlling interest in the said Company.
- 16.** Your service can be terminated by either side by side giving 45 day's notice. The final decision on the duration of the notice period is left to the management no a case-to-case basis. The Notice period is meant to ensure completion of jobs already taken, transfer on going jobs, smooth transition and provide time to get the suitable replacement. Failing to fulfil this commitment, purely at the discretion of the employer, the employee will be required to pay to the employer without demur, and on demand, a sum not exceeding 45 Days remuneration as was being received by the employee at the time of the said notice , as compensation. However, Company possesses the right to terminate your services without notice if any declaration gave or furnished by you to the Company in any document submitted for employment proves to be false or if you have wilfully suppressed any material information or for any misconduct or any other criminal action.
- 17.** Experience certificate cannot be provided if you will leave the company before **1 year** have not finished notice period.
- 18.** if there is any change of address ,the administration department should be notified immediately.
- 19.** This is a formal appointment&offer letter. Company owns a right to withdraw your appointment at any time before you join for what so ever reason.
- 20.** Company reserves right to add/change its exiting policies at any time (during your employment time period)because of various circumstances, so in that case, any new/modified policies will be applicable to all existing employees.

HR Department,  
Plexus Technology

Name:

**Harshil Vaghasiya**

Signature : \_\_\_\_\_

Date :

Place :