

Shubham Shukla
Ranchi, Jharkhand,
Jharkhand, 834005

Sub: **Offer Letter**

Dear Shubham Shukla

We are pleased to extend to you an offer of employment with Bit BDS Cybershield Private Limited as Software Engineer. Bit BDS Cybershield Private Limited is a part of the Bit Canny Group.

1. Your date of joining our organization is **07/10/2021**. Your designation will be **Software Engineer**.
2. Please note that this is only a provisional offer of employment for a fixed term and is not to be constructed as an appointment letter.
3. You will be paid a total remuneration of **INR 8,00,000** as Cost to Company (CTC) for first 4 months from your joining and then total remuneration of **8,40,000** as Cost to Company (CTC) which is an all-inclusive figure. The allowances, benefits and other terms and conditions of your employment will be as per Company policies as applicable from time to time. Your compensation will be reviewed in future as per Company policy.
4. Details of your salary has been mentioned on Annexure-1 below.
5. We expect you to join on or before the date mentioned above, in line with discussion with you, otherwise this offer will stand withdrawn automatically. We also reserve to cancel this offer in case any information furnished by you is found to be false.
6. On joining the Company you shall be on probation for **45** days, this may be reduced or extended based on your performance or conduct. You will abide by the rules and regulations of the Company as may be in force from time to time. Breach of the same will go to further legal proceedings as per company's CODE OF CONDUCT.

Bit BDS Cybershield Private Limited looks for a long-term association with all its employees and expects the same from you. Kindly send us your acceptance of the letter **within 2 working days** of the date of this offer; else the offer made to you will stand automatically withdrawn.

DOCUMENTS REQUIRED BEFORE JOINING

- Proof for Birth date (PAN Card / ADHAR Card / Birth Certificate)
- Proof of Identity (Passport / Driving License / Voter ID Card)
- Academic and Professional Certificates
- Softcopy of recent photograph in JPEG format (scan copy will not be accepted)
- Release Certificate / Resignation acceptance from last employer
- Pay slip and bank statement for last 3 months (where salary has been deposited)

Hardcopy of documents required for OPENING SALARY ACCOUNT

- 2 recent Passport size photograph
- Self-attested Xerox copy of PAN Card, Passport, Adhar Card, Driving License.
- 1 cancelled cheque of your existing bank account

Annexure-1

EMOLUMENTS	INR(Rs.)	INR(Rs.)
BASIC		33333.3
HRA		15000
TA		1600
MEDICAL ALLOWANCE		1000
GROSS SALARY(A)		66666.67
LESS DEDEUCTION		
EMPLOYEE'S CONTRIBUTION TO EPF	0	
P TAX	200	
NET SALARY		66466.7
EMPLOYER'S CONTRIBUTION TO EPF(B)		0
MONTHLY TOTAL CTC(A+B)		66666.67
ANNUAL TOTAL CTC		800000

Taxes: You are required to confirm that you are fully aware of your tax liabilities and deposit your taxes as required by law.

We welcome you to our team.

Best wishes,
Luv Mehta
(Director)

Acceptance

I have read and understood the terms and conditions mentioned in this offer letter of appointment (including Annexure A) and I hereby confirm unconditional acceptance of the same.

Date:

Full Name:

Signature: