



CIN: U72900PN2019PTC183185

Corporate Address: Flat No. A-203, Ayodhya Tower Building
No.4, Dabholkar Corner, Kolhapur-416001, Maharashtra, India.

OFFER LETTER

Dear Ashwini Jadhav

We are delighted to extend this offer of employment for the position of **Manual Tester** with Neosao Services Pvt. Ltd. Kolhapur.

DATE OF APPOINTMENT

Your date of appointment is effective from 29th Nov 2022.

Here is an overview of terms and conditions for your anticipated employment with us:

POSITION

You will be working as a **Manual Tester** and reporting to the Mr. Shubham Mulye, Director.

WORKING HOURS

Your regular weekly schedule will be Monday to Saturday 10:00 -18:30. You would be on probation for the half year.

COMPENSATION

Your CTC of Rs. 1,20,000/- per Annum are applicable till performance evaluation period. Please note that compensation information is strictly confidential. We request you to use discretion in handling your compensation related information. As a company policy, sharing this information with other employees or unauthorized personnel is prohibited. The company will treat any violation to this as serious matter. Please note that applicable levies will be deducted as and when imposed by Competent Authorities.

BONUS

After completion of 1 year period, On Diwali Occasion will be paid you 1xSalary as a bonus.

COMPENSATION REVIEW

Your salary will be reviewed periodically as per company's policy. Your increments in the grade are discretionary and will be subject to and based on effective performance and results during the period under consideration.

RESPONSIBILITIES

In view of your office, you must effectively perform to ensure results and All the other responsibilities will be conveyed to you on the date of your joining.

NEOSAO SERVICES PVT. LTD.

Reg. Address: Flat No B 504 Atlante, Near Akshar Elementa, Tathawade, Pune 411043, Maharashtra, India.

Tel: 7038317038/7038327038 Email: admin@neosao.com URL: www.neosao.com

VACATION POLICY

You will be eligible for 12 days of paid leaves per year, after the completion of probationary period. Paid time off is additional to days that the company does not operate.

OTHER WORK

You shall during your service with us, devote your whole time and attention to the business of the organisation and you shall not engage yourself directly or indirectly or in any business or service other than that of the organisation.

Your services are liable to be terminated by the company without notice or compensation, if in the opinion of the management you are guilty of insubordination, insolence, gross negligence or Dereliction of duty, dishonesty or embezzlement or conduct prejudicial to the company's interest.

TRAINING

As part of our professional development initiative for all employees, you will be eligible for an annual training, if required.

PRIVACY AGREEMENT

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

CONFLICT OF INTEREST POLICY

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company (e.g. freelance coding work for our competitor.) By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

PROPRIETARY INFORMATION AND INVENTIONS AGREEMENT

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

CONFIDENTIAL INFORMATION

You will not at any time without the prior written consent of the firm disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administrations or research carried out whether the same may be confirmed to you or become known to you in the course of your service or otherwise.

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TERMINATION CLAUSE

As per your offer letter, if you want to resign you have to inform 1 months prior and would also have to serve a notice period for 1 month and if your employer wants you to resign (or fire you) they need to give you a month's notice only. Now legally the notice period for employer and employee is one month.

PROBATION PERIOD

Probation period is min. 6 months, in this period if your progress is not satisfactory then in such case, you will be liable to removal from service without any notice or your probation period will extend. Further the company may at its discretion terminate you from such date as it may deem fit even before the expiry of the notice period without compensating for the unexpired period and is not bound to give any reason.

ON SEPERATION

On acceptance of the separation notice, you will immediately return, before you are relieved all correspondence, specifications, formulae, documentation, Cost data, literature and shall not make or retain any copies of these items. The final dues will be worked out after the formalities of separation, within three months of the separation notice.

The above terms and conditions are subject to the company policies and management has the right to change them as deemed fit by them.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We welcome and wish you a very happy & successful career and hope that you will enjoy the same.

Sincerely,

For Neosao Services Private Limited

Shubham Mulye

Applicant (Sign)

Date of Joining

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