



10th February 2020

Ms. Shiwangi Singh

Pune

Sub: Offer of Employment

Dear Shiwangi,

Based on our discussions, we are pleased to offer you full time employment in our Company, **Inventive Global Solutions Private Limited** subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

1. Position

Your designation will be **Sr. Business Development Executive SME 3B** and you will be at **Band 3B**, and you will be located in Pune. You may be transferred in future to any other location in India or abroad, as may be required by the Company at any given point of time.

2. Compensation

You shall be paid a fixed gross monthly remuneration of **INR 40,000** on monthly basis **INR 4,80,000 per annum**. The details of your salary break up and benefits are as described in detail in the Annexure enclosed herein. In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time.

3. Joining Date

You are required to join on **12th February 2020** at **1:00 pm** and report to Pune, office, or on a mutually agreed date, failing which this offer will stand withdrawn and/or be treated as cancelled.



4. Documents

You are required to provide copies of the following documents on the day of your joining:

- (a) 2 (two) copies of a recent passport size photograph of yours;
- (b) Copy of certificates supporting your educational qualifications;
- (c) Relieving/release letter from previous employer/s (if applicable);
- (d) Employment documents executed with the previous employer/s (if applicable);
- (e) Documents in support of your address;
- (f) Provident Fund account number and related details (if applicable);
- (g) Copy of PAN Card;
- (h) Copy of AdharCard;
- (i) A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks. A comprehensive appointment letter containing the terms and conditions, will be issued after your joining the Company.

5. Code of Conduct and Disciplinary Action

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated simpliciter by giving 45 day's notice in writing by either you or the Company.

6. Obligations Towards Previous Employment

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

**7. Confidentiality**

You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You may need to sign a separate agreement for Confidentiality at the requirement of the Company.

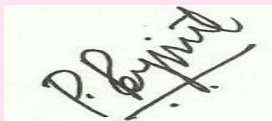
8. Written Confirmation

We request you to sign and return to us one copy of this letter acknowledging your unconditional acceptance of the above terms and conditions, preferably, within one week of your receipt.

We look forward to having you onboard for a successful and mutually challenging and rewarding relationship.

Yours sincerely,

For Inventive Global Solutions Private Limited



Pradnya Rajput

Director-HR



ANNEXURE 'A': COMPENSATION DETAILS (Salary & Applicable Benefits)

Name: **Shiwangi Singh**
Designation: **Sr. Business Development Executive
SME 3B**

Components	Monthly	Annual
001 Basic	16000	192000
002 House Rent Allowance	3200	38400
003 Conveyance Allowance	1600	19200
004 City Comp Allowance	14050	168600
005 Child Education Allowance	600	7200
007 Medical	1250	15000
008 Leave Travel Allowance	1500	18000
023 Employer PF	1800	21600
TOTAL CTC	40000	480000

Please note Deductions:

Professional Tax of INR 200 per month and 300 for Feb will be deducted.

Income Tax (TDS) as per income and investments.

Provident Fund: 12% of basic from employee and 12% of basic from employer.

For Inventive Global Solutions Pvt Ltd.

Pradnya Rajput

Director-HR