

Provisional Offer Letter

Ref: NBISL/CTD20253968791/INDIA

Date: 05 April 2025

Dear shivani malviya,

Subject: Provisional Letter of Offer

We are excited to extend a provisional offer of employment for the position of Java Developer at Portland IT Solutions LLC. Your qualifications, skills, and experience have impressed us, and we believe that you will be a valuable addition to our team.

This offer is based on your profile and performance in the selection process. You have been selected for the position of Java Developer. You will be a part of the application development and maintenance projects across any of our businesses or business partners.

Your gross salary including all benefits will be `5,56,877/- per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance.

Kindly confirm your acceptance of this offer online by replying to the email 'Accept Offer letter'. If not accepted within 2 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date. The Joining letter will be issued to you only upon successful completion of your academic course and meeting the eligibility criteria. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS BASIC SALARY

You will be eligible for a basic salary of `32,825/- per month and a monthly in hand salary of INR 55825/-

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join

Taxation will be governed by the Income Tax rules. We will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `10,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `5,000/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `2000/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit. Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance.

The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance. This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of `1000/- per month. This is specific to India. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

We bring the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS). HIS offers the following benefits:

1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by the company, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mothers, may avail maternity leave for twelve weeks.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and we will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per the company compensation policy from time to time at its sole discretion.

Increments and Promotions

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Compensation and Promotion policy.

Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without our prior written permission.

Confidentiality Agreement

As part of your acceptance of this appointment as an employee you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of the company and its clients which may be revealed to you or which may in the course of your engagement with the company or its clients come in your possession or knowledge unless specifically authorized to do so in writing. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to Security Policies/Protocols and Confidentiality obligations at all times.

Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days,

Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

Retirement

You will retire from the services on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

Background Check

Your association with us will be subject to a background check in line with our background check policy. A specially appointed agency will conduct internal and external background checks and verify your documents and License key. Normally, such checks are completed within one month of joining. If the background check reveals unfavorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the portal as soon as you receive your license key (subject to availability of the documents).

Please carry the below listed Original Documents for verification:

1. Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
2. Aadhaar Card
3. Standard X and XII/Diploma mark sheets & Certificate
4. Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
5. Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
7. Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
8. License Key and Certificate
9. Passport Size Photograph
10. Medical Fitness Certificate

Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per our policy.

Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on the internal portal.

Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to complete one or more requirements would entitle us to withdraw this offer letter anytime at our sole discretion.

Withdrawal of Offer

If you fail to accept the offer within 2 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. We look forward to having you in our global team.

Gross Salary Sheet

Name	shivani malviya
Designation	Java Developer

Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	32825	393900
Bouquet Of Benefits	12000	144000
2) Performance Pay		
Monthly Performance Pay	5000	60000
Quarterly Variable Allowance	2000	24000
3) City Allowance	1000	12000
4) Annual Components/Retirals		
Health Insurance	NA	10000
Provident Fund	2000	24000
Gratuity	1000	12000
Total of Annual Components & Retirals	3000	46000
TOTAL GROSS	55825	680000

Component Category	Monthly	Annual
House Rent Allowance	10000	120000
Leave Travel Assistance	2000	24000
GROSS BOUQUET OF BENEFITS	12000	144000

Position: Java Developer

Start Date: To be announced

Employment Type: Full-time

Department: Software Development Team

Location: Remote

Compensation and Benefits

CTC: INR 6,80,000

Benefits: Health Insurance, Retirement Plan, Vacation Days

Responsibilities:

As a Java Developer at Portland IT Solutions LLC, you will be responsible for:

- Developing and maintaining software applications in accordance with project requirements.
- Collaborating with cross-functional teams to design, implement, and test software solutions.
- Writing clean and efficient code, conducting code reviews, and ensuring adherence to coding standards.
- Troubleshooting and debugging software issues, and proposing innovative solutions.
- Keeping up-to-date with industry trends and technologies to continuously improve software development practices.

Requirements:

To succeed in this role, we expect you to possess the following qualifications:

- Bachelor's or Master's degree in Computer Science, Software Engineering, or a related field.
- Strong programming skills in Programming Languages.
- Experience with relevant technologies, tools, or methodologies.
- Excellent problem-solving abilities and attention to detail.
- Effective communication and teamwork skills.

We kindly request that you carefully review the offer letter and provide your acceptance or any feedback within 2 days from the receipt of this email. To confirm your acceptance, kindly reply to this email with " I Accept".

Please note that this provisional offer is subject to successful completion of pre-employment background checks, reference checks, and any other requirements as determined by the company. So, you are requested to kindly initiate your document verification process and fill the WFH survey.

If you have any questions or require further clarification, please do not hesitate to contact our HR department at alex.hr@portlanditsolutions.com. We are here to assist you throughout the process and address any queries you may have.

We are thrilled about the possibility of having you join our team. We believe that your skills and expertise will contribute to our ongoing success. We look forward to working together and achieving great things.

Congratulations once again on your provisional offer of employment!

Best regards,

A handwritten signature in black ink that reads "Alexander Matthews".

Alexander Matthews
Head of Talent Acquisition
Portland IT Solutions LLC
Alex.hr@portlanditsolutions.com