

6thFloor,Smartworks,PanCardClubRd,Baner,Pune, Maharashtra 411045 **Phone:** [020 6604 6000](https://www.google.com/search?q=xoriant%2Bpune&sca_esv=3d212cfe0cf3ba87&ei=d7HBZ7TgCtOGnesPtdDAyAQ&gs_ssp=eJzj4tFP1zcsKKk0z65KzzJgtFI1qDBOSjZKSk1OtExMTU5KMje2MqhITTU1NU82MDE0NjRLSjMz9-KpyC_KTMwrUSgozUsFAMO7FRs&oq=xoriant%2B&gs_lp=Egxnd3Mtd2l6LXNlcnAiCHhvcmlhbnQgKgIIADIQEC4YgAQYQxjHARiKBRivATIFEAAYgAQyChAAGIAEGEMYigUyCxAuGIAEGNEDGMcBMgUQABiABDIFEAAYgAQyBRAAGIAEMgUQABiABDIFEAAYgAQyBRAAGIAEMh8QLhiABBhDGMcBGIoFGK8BGJcFGNwEGN4EGOAE2AEBSJ0PULYBWLYBcAF4AJABAJgBjgKgAdsDqgEDMi0yuAEByAEA-AEBmAIDoALLDcICChAAGLADGNYEGEfCAg0QABiABBiwAxhDGIoFwgIZEC4YgAQYsAMY0QMYQxjHARjIAxiKBdgBAcICGRAuGIAEGLADGEMYxwEYyAMYigUYrwHYAQGYAwCIBgGQBhO6BgYIARABGAiSBwkxLjAuMS43LTGgB70o&sclient=gws-wiz-serp)

[www.xoriant.com](http://www.xoriant.com/) [Email-hr@xoriant.com](mailto:Email-hr@xoriant.com)

April 2, 2025

**OfferLetter**

Shraddha Jadhav

With reference to the interviews and subsequent discussions you had with us, we are pleased to extend an offer toyou as DevOps Engineer. You will be joining the “Xoriant Solutions” Office Location Pune.

“This Xoriant Solutions is one of the major contributors to our growth. Your role in building this Xoriant Solutions is critical with matured service offerings, focus on tools and automation and to be a partner of choice for our customers and prospects as we move into our growth path “.

Joining Date -14-04-2025 SalaryInAnnual–7.8Lpa

You are required to submit the following:

1. All Educational Certificates(Mandatory,10,12,Diploma,Degree,PGetc)
2. Passport size photographs(Mandatory)
3. Pan Card Copy(Mandatory)
4. Aadhar Card(Mandatory)
5. Experience Documents(Mandatory)

Please bring all the certificates supporting your educational qualifications along with mark sheets in original for verification. Kindly note that your appointment is subject to the successful background verification. You are required to work in designated working hours as discussedandagreedduringinterviewprocess.Pleasesignandreturntheduplicatecopy of the Offer Letter as a token of your acceptance.

We welcome you and wish you a long and rewarding career with Xoriant Solutions.

Sincerely, Hr Khan

Human Resource Department Xoriant Solutions



**ACCEPTANCE**-I Shraddha Jadhav,I have read and understood the above terms and conditions and hereby confirm my acceptance of the same.

Signature Date

**Annexure A**

**SERVICECONDITIONSFOREMPLOYEESINSTAFFAND EXECUTIVEGRADES**

**INTRODUCTIONANDSCOPE**

The Service Conditions are intended to give a clear understanding of the conditions and regulations of employment at Xoriant Solutions and its group companies. Some parts of this annexure are descriptions of standards and expectations and are intended to guide employees. Other parts are rules and regulations governing the employment in the Company. In the spirit of continuous improvement, the service conditions may be modified at any time. In this event, all concerned employees will be communicated about the same from time to time. These conditions are applicable to all employees in the Staff working in Xoriant Solutions and its group companies /offices in India.

# LEAVESAND HOLIDAYS

Allemployeesareeligibletoavailleaveaspertheleaverulesapplicabletothebusiness unit

/office to which they belong to. Employees are entitled to 7 paid holidays during the Calendar Year. The paid holidays for a calendar year will be announced prior to the commencement of the calendar year.

# SHIFTTIMINGS, HOURSOFWORK&WEEKLYHOLIDAY

The working hours and the weekly offs depend on the business unit/office to which the employee belongs to.

# TERMINATIONOFEMPLOYMENT

An employee's appointment is terminable by One month notice. In case an employee affects such termination by resignation, the employee is required to serve complete Three months before he / she can be relieved from the services of the company. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed. The company will not be liable to pay notice pay in case the appointment is terminated on grounds of (i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law noncompliance of law (iv)Misconduct (v) Violation of the code of Conduct or (vi) Providing false information at the time of appointment.

# UPKEEPANDMAINTENANCEOFASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forth with, as and when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

# CONFIDENTIALITYANDNON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation or confidence. Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above. An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his/her profession only with a prior written consent of the company.

EMPLOYMENT WITH A COMPETING ORGANIZATION It is a condition of the employment that on separating from the company, the separating employee will not take up an assignment, in the form of employment or otherwise, with a competing organization for a period of two years from the date of separation.

# INTELLECTUALPROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment. To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

# RETIREMENTAGE

All employees shall retire from the services of the company on attaining the age of 58 years. Any extension to the employment beyond the age of 58 years shall be with mutual consent and on terms and conditions as agreed. Based on the information provided by you.

# POLICIESANDPROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

# CODEOF CONDUCT

All employees are required to adhere to the Code of Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Code of Conduct.

# JURISDICTION

Any disputes arising out of and/or relating your employment with the company shall be subject to the jurisdiction of city of Pune only. The above terms and conditions are acceptable to you, please sign this letter at the space provided for your acceptance, and return the duplicate for our records. We wish you a bright career in our company and look forward to having you with us.

**Annexure-B**

Salary Structure

|  |  |  |
| --- | --- | --- |
| **Components** | **Monthly Amount** | **Annual** |
| Basic Salary | 42,266 | 5,07,192 |
| House Rent Allowance | 5,960 | 71,520 |
| Conveyance | 2,251 | 27,012 |
| Provident Fund Contribution | 2,101 | 25,212 |
| Gratuity(payable as per gratuity act) | 2,085 | 25,020 |
| **Flexible Benefits:** |  |  |
| Meal Card | 4,500 | 54,000 |
| LTC | 2,503 | 30,036 |
| **Total** | 66,666 | 7,79,992 |
| **Annual Component(Payable from the date of joining)** | **Variable Pay** | **0** |
| **Total Annual Gross Salary** | **7,80,000(Six Lakh Eighty Thousand Only)** | |

Deductions

|  |  |
| --- | --- |
| **Deductions** | **Amount** |
| Provident Fund(Employee & Employer) | 3,600(1800+1800) |
| Professional Tax | 200 |
| Total Deductions | 3,800 |
| **Income Tax** | **As applicable** |

Note:

We are confident that you will be able to make a significant contribution to the success of Xoriant Solutions. and look forward to working with you.

**ACCEPTANCE:** I Shraddha Jadhav,I have read and understood the above terms and conditions and hereby confirm my acceptance of the same.

Signature Date