

Date: 30 October 2024

To,  
Mr. Vikas Vijaykumar Jeurkar,  
Near Anand Ground, Adarsh Nagar,  
Jat, Sangli, 416404.

**SUBJECT: OFFER OF EMPLOYMENT**

Dear Mr. Vikas Vijaykumar Jeurkar,

Thank you for the keen interest you have shown in our organization. Consequent to your application, Interviews and the personal discussions with us, we are pleased to offer you a career with **SIGMA SOFTWARE SOLUTIONS**. Please accept our heartiest congratulations. If you accept this offer and join our services, you will be designated as "**Linux System Engineer**".

Your employment will be subject to the Standard Terms and Conditions of Employment of **SIGMA SOFTWARE SOLUTIONS** and will be governed by various policies, rules and guidelines of **SIGMA SOFTWARE SOLUTIONS**. It will also be guided by the core values and beliefs of **SIGMA SOFTWARE SOLUTIONS**. The overall compensation offered to you is Rs. **INR 10,50,000.00/- per annum**.

Your employment will commence on or before **01 December 2024** on the date of your joining, you are requested to meet the HR at 10:00 am to complete the joining formalities at **SIGMA SOFTWARE SOLUTIONS, Pune Location**.

On the following terms and conditions in this regard. Please find details of the compensation and benefits you are being offered in Annexure 1.

Particulars	Per Month	Per Annum
Basic Salary	35000	420000
House Rent Allowance	17500	210000
Conveyance Allowance	1600	19200
Transport Allowance	0	0
Medical Allowance	1250	15000
ESI Employer	0	0
Special Allowance	4200	50400
CCA	27950	335400
Total	87500	1050000



**Performance Review:** Your performance shall be reviewed initially for the first three weeks, wherein the feedback will confirm on the continuation of your employment with **SIGMA SOFTWARE SOLUTIONS**. In case of any termination in the stipulated timeframe on account of nonperformance; the Company shall not be liable to make any payments or settle any form of claims towards you.

**Performance Appraisal:** Your performance shall be reviewed at regular intervals and assessed on the completion of twelve months or at such other time as the Management may decide of your joining date with **SIGMA SOFTWARE SOLUTIONS** and verified in accordance. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

**Posting & Transfer:** Your initial posting will be at “Pune”. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

**Probation:** You will be on probation for a period of One month. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

**Leave:** The Company provides with 18 paid leaves for every calendar year, wherein the same are reimbursed at the end of the calendar year if not availed.

**Full time Employment:** Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

**Responsibilities & Duties:** Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

**Background Verification:** Your appointment at **SIGMA SOFTWARE SOLUTIONS** is subject to the satisfactory completion of your background reference check which includes verification of your past employment details based on the documents / information furnished by you and verification of all other documents submitted by you as a reference for your educational qualifications or any other credentials.

In case, you are unable to furnish necessary documents/information required for completing your background reference check or in case you furnish any misleading information or false documents, **SIGMA SOFTWARE SOLUTIONS**. Reserves the right to terminate your Offer /Appointment irrespective of anything to the contrary in the Company Policies.

**Notice Period:** On resigning during probation from the services of **SIGMA SOFTWARE SOLUTIONS**. You are required to serve a notice period of 30 days and after being confirmed the notice period to be served is of 30 days as per the policy of resignation and as applicable at the time of departure. In case of shortfall of notice period the relieving and associated process of an individual will be solely Company's decision.

**Termination of employment:** During the probation period and any extension thereof, your services may be terminated by either side by giving one month's notice. The Company may, at its discretion, choose to terminate your services with till date Salary in lieu of notice period Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all company property / asset, which may be in your possession.

**Rules and Regulations:** You will be subject to all rules and regulation of the company that are in force and shall abide by them until in employment with the organization. **SIGMA SOFTWARE SOLUTIONS** reserves the right to modify, alter the Company's policies and reserves the right to vary or modify any or all of the above terms and conditions which shall be binding on you in lieu thereof, from time to time.

**Confidentiality:**

1. You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter.
2. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time.
3. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.



**Documents to be furnished at the time of joining**

On the day of your reporting, you would need to submit the following documents, which are essential for us to complete your joining formalities:

- 1). Copy of Educational Certificates (Grad, Post Grad Certificates or any Equivalents).
- 2). Relieving/Experience Certificates from the previous employers (if applicable).
- 3). Last Drawn Pay-Slip/Salary Certificate from the previous employer (if applicable).
- 4). Valid photo identity proof.
- 5). Two Passport size photograph.

This offer is subject to reference checks and information provided to the company during the recruitment process, or subsequently. If any information provided is found to be misleading or falsified, the company is entitled to withdraw the offer and /or terminate the employee's services and take necessary legal action.

Relocation & associated expenses, if any paid by company at the time of joining will be recovered from the employee in case of termination of employment within the probation period.

In case a project extends beyond the initial project duration and the company or their client require you to remain on the project for additional period to ensure project continuity, you will remain on such assignment for the duration of the period required by the company or their client. Neither assigns nor pledge to third parties any financial or other benefits to which you are entitled under the terms of this contract.

I hereby agree to abide by the terms and conditions set out in the above offer of employment and all policies and regulations of the Company as may be amended from time to time.

Yours's sincerely,  
For SIGMA SOFTWARE SOLUTIONS.



Naveen  
Manager Human Resource.

Name:

Signature:

Date: