

OFFER LETTER

COSMOGENIC IT SOLUTIONS PVT LTD

Date: 20.08.2018

Subject : Job Offer

Dear Mr.Vikas Vijaykumar Jeurkar,

It is our pleasure to extend the following offer of employment to you on behalf of Cosmogenic IT Solutions Pvt Ltd.

This offer is contingent upon your passing our candidate selection procedure's , our receipt of your college transcripts, and any other contingencies you may wish to state. Role Title: **System Engineer**

Reporting Relationship: The position will report to: **Service Head.**

The detailed roles & responsibilities w.r.t job portfolio will be shared at the time of taking charge of the duty. We trust that your knowledge, skills and experience will be among our most valuable assets. Should you accept this job offer, as per company policy you'll be eligible to receive the following beginning on your hire date.

- Salary: Will be paid post monthly **Rs.13,316** which is equivalent to **Rs.1,59,792** on an annual basis and subject to deductions for taxes and other withholdings as required by law or the policies of the company.
- The salary will only paid by means of direct transfer into your Cosmogenic's salary account (the salary account opening shall be processed within 10-15 working days from day of your reporting to duty).
- Performance Bonuses: is subjective to individual performance, Company's profitability post reconciliation on annual audit for each year & is under sole discretion of the Cosmogenic's Board of Directors decision.
- Expenses: Spell out any moving or other transition expenses the company will pay.
- Car/Phone/Travel Expenses: Normal and reasonable expenses will be reimbursed on a monthly basis per company policy. This benefit is applicable subject to qualification as per the role/designation /work profile categorization as per Cosmogenic company policy .
- Your employment with Cosmogenic IT Solutions Pvt Ltd , is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.
- Notice Period: Employee should serve the notice period which is one month after the resignation (accepted date by the management)

The detailed appointment letter will be issued to you in due course, after the receipt of acceptance of this offer from you and completion of other joining formalities. You acknowledge that this offer letter, (along with the final form of any referenced documents), represents the entire agreement between you and Cosmogenic IT Solutions Pvt Ltd and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon Cosmogenic IT Solutions Pvt Ltd.

If you are in agreement with the above outline, please sign below. This offer is in effect for five business days.

Employee Signature : _____

Annexure-I

CTC Calculation

Particulars	Monthly Income (Rs)
Basic	Rs. 7,650.00
Conveyance	Rs. 1,600.00
Medical Allowance	Rs. 1,250.00
Special Allowance	Rs. 1,251.00
Gross Salary	Rs. 11,751.00
Employee PF	Rs. 918.00
Employee ESI	Rs. 206.00
Professional Tax	Rs. 127.00
Total Deduction	Rs. 1,251.00
Take Home	Rs. 10,500.00
Employer PF	Rs. 1,007.00
Employer ESI	Rs. 558.00
Employer Contribution	Rs. 1,565.00
Monthly CTC	Rs. 13,316.00
Annual CTC	Rs. 159,792.00

For Cosmogenic IT Solutions Pvt. Ltd.



Authorized Signatory

Employee Signature



For the Company : COSMOGENIC IT SOLUTIONS PVT LTD

The following are to be signed subjective to your joining on the date of joining:

- i) Sign and date the enclosed Non-Compete Agreement where indicated.
- ii) Sign and date the enclosed Confidentiality Agreement where indicated.
- iii) Sign and date the enclosed At-Will Employment Confirmation where indicated.
- iv) Attend new-hire orientation on **Friday 31.08.2018** beginning at time 09:30 sharp.

Please confirm your acceptance of this offer to enable us to issue the appointment letter at the earliest.

Please note that you are adhering to the attached checklist before joining the Company.

For Cosmogenic IT Solutions Pvt. Ltd.

Authorised Signatory

Employee Signature

