

Mr. Lovnish Kumar  
House no. 961, Behal Gadhan Street,  
Jagadhri.  
District: Yamunanagar ( 135003 ).

Ref: Quay/O/WD/197  
Dated: 27th March, 2018

## **OFFER OF EMPLOYMENT**

Dear **Lovnish,**

On behalf of **Brucode Technologies Pvt. Ltd.** ("Brucode"), I am pleased to offer you the employment opportunity with Brucode subject to the terms and conditions specified in this offer of employment.

### **Joining Date, Place of Work & Office Timings:**

You will be required to join us on **2<sup>nd</sup> April 2018** in our office located at Plot No. F-7, First Floor, Phase-8, Industrial Area, Mohali – 160055. Failure to join us on this date may result in cancellation of this offer. The usual office working hours are 9:30 am to 6:30 pm Monday to Friday.

### **Designation, Remuneration & Appraisal:**

You will join us as a **Senior Software Engineer** & will be paid gross salary of **Rs. 28,000** per month. To the extent to which you claim your salary to be tax free, it will be your responsibility to ensure that all tax rules and regulations are followed by you. Any review to the salary & designation will be purely on your skills & ability to meet the goals of your position, project & organization.

### **Leaves & Holidays:**

You will be entitled to 10 days of paid leaves in a year including 5 Casual & 5 Medical Leaves. In addition, there will be 8 official holidays as published in our holiday calendar. Leaves will be calculated & granted on monthly basis from January to December. Absence for more than allowed leaves in a month may result in deduction of salary.

### **Probation Period:**

A probation period will apply for the first 3 months of your employment. During this time, we will assess your performance in the position offered to you. The assessment will be based purely on your skills & ability to meet the goals of your position, project & organization. During the probation period, Brucode retains the right to terminate the employment relationship without giving any notice period or without paying any compensation to you. Paid & optional leaves are not allowed during the probation & notice period of your employment.

### **Termination of employment & notice period:**

The employment with Brucode is purely "at-will." This means that you may terminate the employment relationship at any time, with or without cause by either providing 45 days of prior notice to Brucode or by submitting your salary equivalent to 45 days of employment. Similarly, Brucode can terminate the employment relationship with you by either prior notice of 45 days or giving you salary equivalent to 45 days of employment.

This offer is subject to the condition that you indemnify and certify that all the information (including personal details, educational qualifications, work experience, previous salary drawn) disclosed by you to Brucode is accurate and nothing has been given untrue. If it is later, found (at any stage) that you had supplied inaccurate/untrue information,

then Brucode reserves the right to terminate your employment without any notice & without any compensation and might consider a legal course of action.

You are being offered employment at Brucode based on your personal skills and experience, and not due to your knowledge of any confidential, proprietary or trade secret information of a prior or current employer. Should you accept this offer, we do not want you to make use of or disclose any such information or to retain or disclose any materials from a prior or current employer. Likewise, as an employee of Brucode, it is likely that you will become knowledgeable about confidential, trade secret and/or proprietary information related to Brucode and its clients. All employees are required to read and sign the at-the-will & non-disclosure agreements at the time of joining.

Required documents:

You should bring the following original documents with you on your day of joining:

- 3 Recent passport photo size photographs.
- Educational certificates (Class X onwards)
- Degree Certificate of your highest qualification.
- PAN card. If you don't have a PAN, apply for it & bring acknowledgement.
- Driving License & Passport (if you have it).

If you have shown prior work experience:

- Relieving letter/Acceptance of resignation from previous organization.
- Experience letter from your previous organization.
- Last 3 months' salary slips.

Please also bring photocopies of all above documents as applicable to you.

We look forward to working with you.

Sincerely,  
Shaina Vashist  
( HR Executive )  
Brucode Technologies Pvt. Ltd.

For your acceptance

I, \_\_\_\_\_ accept this offer of employment with Brucode Technologies Pvt. Ltd. and agree to the terms and conditions specified in this letter.

Your signature: \_\_\_\_\_

Date signed: \_\_\_\_\_