

**13<sup>th</sup> May 2023**

To,  
**Mr. Balkrushna Khelaji**  
Room no 245,  
Hanuman Galli no 8,  
Link Road  
Bhagat Singh Nagar no.1  
Goregaon West  
Motilal Nagar  
Mumbai – 400104

**Dear Balkrushna,**

With reference to our offer letter, we are pleased to appoint you as a “**Software Trainer**” in our organization with effect from **May 8<sup>th</sup>, 2023**. The detailed terms and conditions of your appointment are as follows:

**SALARY**

Please find enclosed detailed salary package applicable to you in **Annexure – I**.

**DUTIES**

You will be required to carry out normal duties of “**Software Trainer**” and also any other duties that may be assigned to you during the tenure of your service with us.

**TRANSFER**

You will be initially appointed in the company’s Head Office at Mumbai. Your appointment is subject to transfer anywhere in India according to the requirements and entirely at the discretion of the Company. The company may from time to time, transfer your services from the post in which you are already engaged, to any other department or establishment of the company or Associate companies anywhere in India and you shall not refuse to work at such new post. Any refusal on your part will entitle the company to terminate your services without notice or notice pay in lieu thereof.

**PROBATION**

You will be on probation for a period of six months from the date of your joining. During the probationary period, your services may be terminated with immediate effect without any notice without assigning any reasons whatsoever. You will be required to give one month’s in case you wish to resign.

**RESIGNATION / TERMINATION**

This appointment may be terminated by either party without any reason by giving two months’ notice to the other in writing or salary in lieu thereof except on disciplinary grounds where no notice is necessary to be given by the company.

In case of resignation/termination, on probation/after confirmation, you are required to ensure a proper handover of all responsibilities and Company documents and company assets to the Management. The relieving process will be initiated on satisfaction of handover to the Management and compliance with the terms of appointment. The full and final settlement will be processed only after 45 days of your last working day on submission of Clearance Certificate. The relieving letter will be issued only after the completion of full and final procedure.

**Please note- Salary that is not paid during the notice period will be cleared during the full and final settlement.**

**Masstech Business Solutions Pvt. Ltd.**

5B3, Gundecha Onclave, Near Sakinaka Metro, Mumbai – 400072

hr@masstechbusiness.com | www.masstechbusiness.com

CIN - U74999MH2017PTC293366

## **LEAVE**

A confirmed employee is entitled to 24 days of Annual Leave for the Calendar Year which will accrue @ 2 days per completed month.

The entitlement for any type of leave to an employee of the company will be applicable for the Calendar Year, starting from 1st January till 31st December of the following year. Employees will be eligible to avail Annual leave (4 days or more consecutively) only after he/she has confirmed his/her service with the organization.

In case you remain absent for more than ten days without prior permission / sanction of leave, you shall be deemed to have left the service of the company on your own accord and accordingly your name will be struck off from the rolls of the company.

## **INCREMENTS**

Increments will not be automatic, but will be at the discretion of the Management, depending upon your satisfactory appraisal by the Management.

## **RETIREMENT**

Subject to your appointment being continued, you will retire from service on reaching the age of 60 years.

## **GENERAL CONDITIONS**

- You are required to abide by the rules and regulations of the Company, which are presently in force and amendments, which may be made from time to time.
- Your appointment is based on the curriculum vitae submitted and the information declared therein. The Company understands & is relying on the same to be true and fair. In case of any discrepancies found in the future, the company reserves its right to take appropriate action, including but not limiting to the termination of your service without any notice or compensation in lieu of any notice.
- During your tenure in the Company, you shall not undertake any gainful employment elsewhere nor practice any trade or profession of whatever nature, honorary or remunerative without the prior permission from the Company.
- You will keep in confidence any business or trade secret or any other information of the Company, and will not use the course of the Company's business or divulge such information to outsiders or unauthorized persons while employed or afterwards.
- Any changes in your residential address mentioned in the company's Employment Form by you shall immediately be informed to the company, in writing. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you. You are expected to keep the Company informed of any change in your marital status and qualifications.

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- Your appointment, control and settlement of dues will be from this office, and consequently, Mumbai will be the only jurisdiction for all administrative and legal dealings between the company and yourself.
- You shall not accept any present, gift, commission or any kind of gratification in cash or in kind from any person, factory, firm or company having dealings with this company and if you are offered any, you shall immediately report to the same to the management, in writing.

Please confirm your acceptance of the above terms and conditions of service by signing a duplicate copy of this letter and return it to the undersigned.

We take this opportunity to welcome you to Masstech Business Solutions Pvt. Ltd. and wish you a long association and fruitful career with us. We do hope that you would put in your best efforts to perform your duties to the expectation of the management.

Yours truly,

For, **Masstech Business Solutions Pvt. Ltd.**



**Mr. Abhishek Wikal**  
Authorized Signatory



**Accepted & Received**

**Mr. Balkrushna Kheloji**  
Employee ID – MBS257

**Masstech Business Solutions Pvt. Ltd.**

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**Annexure – I**

Name : **Mr. Balkrushna Kheloji**  
 Location : **Mumbai**  
 Designation : **Software Trainer**  
 Effective Date : **May 8<sup>th</sup>, 2023**


<b>FIXED PAY (A)</b>		
	<b>Per month (INR)</b>	<b>Per Annum (INR)</b>
Basic		
HRA		
Travel Allowance		
Bonus		
Special Allowance		
Medical Re-imbursement		
<b>Gross Salary</b>		
<b>STATUTORY BENEFITS (B)</b>		
PF (Employer)		
Gratuity		
<b>Total (A+B)</b>		
<b>Additional Benefit</b>		
<b>Cost to Company (A+B+C)</b>		
Salary in Hand		

(All the amount are in INR only)

Yours truly,

For, **Masstech Business Solutions Pvt. Ltd.**

**Accepted & Received**

  
**Mr. Abhishek Wikal**  
 Authorized Signatory



**Mr. Balkrushna Kheloji**  
 Employee ID – MBS257