



To,

Ms. Nitu Kumari

Dear Nitu,

We refer to the interview you had with us and are pleased to inform you that you have been appointed as a "**Software Testing Engineer**" with PROVAB TECHNOSOFT PVT. LTD. at #236/92/1A, 1st Floor, Venkataadri IT Park, HP Avenue, Electronic City Phase-1, Bangalore - 560100 with effect from **11th July 2016**

You will be working as a Software Testing Engineer with the primary responsibility of

- Interact with product management, project management and development teams to develop a strong understanding of the project and testing objectives.
- Design and create test conditions and scripts to address business and technical use cases.
- Use existing tools and techniques to execute test cases and build/script new tools for performing testing/validation function.
- Develop and lead the testing strategy/effort and generate scripts to perform testing cycles.
- Execute and analysis test results.
- Participate in troubleshooting and triaging of issues with different teams to drive towards root cause identification and resolution.
- Document, track and escalate issues as appropriate, using Quality Center or similar tools/means.
- Support production deployment of applications and perform "validation testing" during the off-hours maintenance windows.

Remuneration:

Total Gross **3,26, 400 per Annum**

Salary Breakup

Particulars	Amount (INR)
Basic Salary	13,600
HRA	5,440
Conveyance Allowance	1,600
Medical Reimbursement	1,250
Other Reimbursements	5,310
Gross Salary	27,200 INR

PROVAB TECHNOSOFT PVT. LTD.

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www.provab.com



Letter of Appointment

With reference to the discussion we had with you, we are pleased to appoint you as "**Software Testing Engineer**" under the following terms and conditions:

1. Commencement Date:

Your date of appointment will be effective from day of: **11th July 2016**.

2. Salary and Benefits:

Salary and benefits are detailed in Annexure attached herewith. Your Gross Salary is **3,26,400 per annum** subject to deduction of Professional Tax at source.

3. Place of work:

Your initial employment location will be Bangalore. However, your services are transferable to any place in the Bangalore or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

4. Working Hours:

The shift timings will be based on process / program requirement as and when explained by your superiors.

5. Job Assignment/ Reporting:

In your assignment, you will be responsible for the duties of Software Development, as more particularly laid out in the job description for this position. You will report directly to the supervisor nominated by the management.

6. Termination:

The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- a) You commit any breach of your duties and responsibilities under the service.
- b) You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- c) You commit breach of any of the terms of clause 7 of this appointment letter.

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7. Non-Disclosure Agreement:

During the course of your employment with us you will have access to confidential/ proprietary information about the organization, its clients, Projects, Codes, its business transactions, and associated companies. You shall not during your course of Employment or after the employment, disclose such confidential/ proprietary information to any third party and /or any unauthorized person.

All notes and memorandum pertaining to this organization trade secrets and confidential/ proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/ memorandum and any copies thereof to organization that you may have obtained during the course of your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by organization.

Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

8. Employment Regulations:

While employed with the PROVAB TECHNOSOFT PVT. LTD.:

You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company:

You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.

You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount.

You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization

During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof and these will be deemed as Rules and Regulations in terms of your employment.

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;

You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities.

You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company.

Other Terms & Conditions:

1. You will be highly focused on achieving the objectives set by project lead.
2. You shall furnish 60days notice in advance at the time of resignation. Whichever project you will be handling during that period, you must complete it and then you will be relieved.
- 3.** No notice or resignation from the services of the company will be effective if it is given during the period, you are on leave. You will not be entitled for leave during the notice period. The Company may, however, at its sole discretion, allow you to proceed on leave during such notice period.
4. Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, company retains the right to review the offer of employment.
5. An employee is eligible to take 12 leave per annum (i.e 1 leave per month.) If you do not take any leave in one particular month then that leave will be carried forward to next month. All the Casual leaves will be lapsed by the 31st December. You cannot take any advance leave. Excess leave per month will be counted as Loss of Pay.
6. Performance will be the key parameter for your promotion or increment. The company has full right to discontinue your employment without notice period and complete salary till the time you have served the organization.
7. You will be responsible for the safe keeping and return in good condition and order, of all properties and/or assets, which may be entrusted to you by the Company.
8. The company is not responsible for situations arising out of the personal usage of the cellular phone or any official telephone / vehicle or any other utilities of the company.
9. You have to wear formals from Monday to Thursday, rest of the week you can be in informal.
10. You have to follow the office timings from Monday to Saturday. Any kind of delay has to be informed to the respective Team Lead.

11. You have to submit the following documents at the time of joining

- 2 Passport size photographs
- Joining Form
- Declaration of tax if salary is more than Rs. 12000 per month
- Current and Permanent Address Proof
- Pan Card copy
- Contact details of Parents
- Personal Contact Details
- Previous Company Offer Letter
- Previous Company Relieving Letter
- Last 3 months Salary Slips

Acceptance

Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

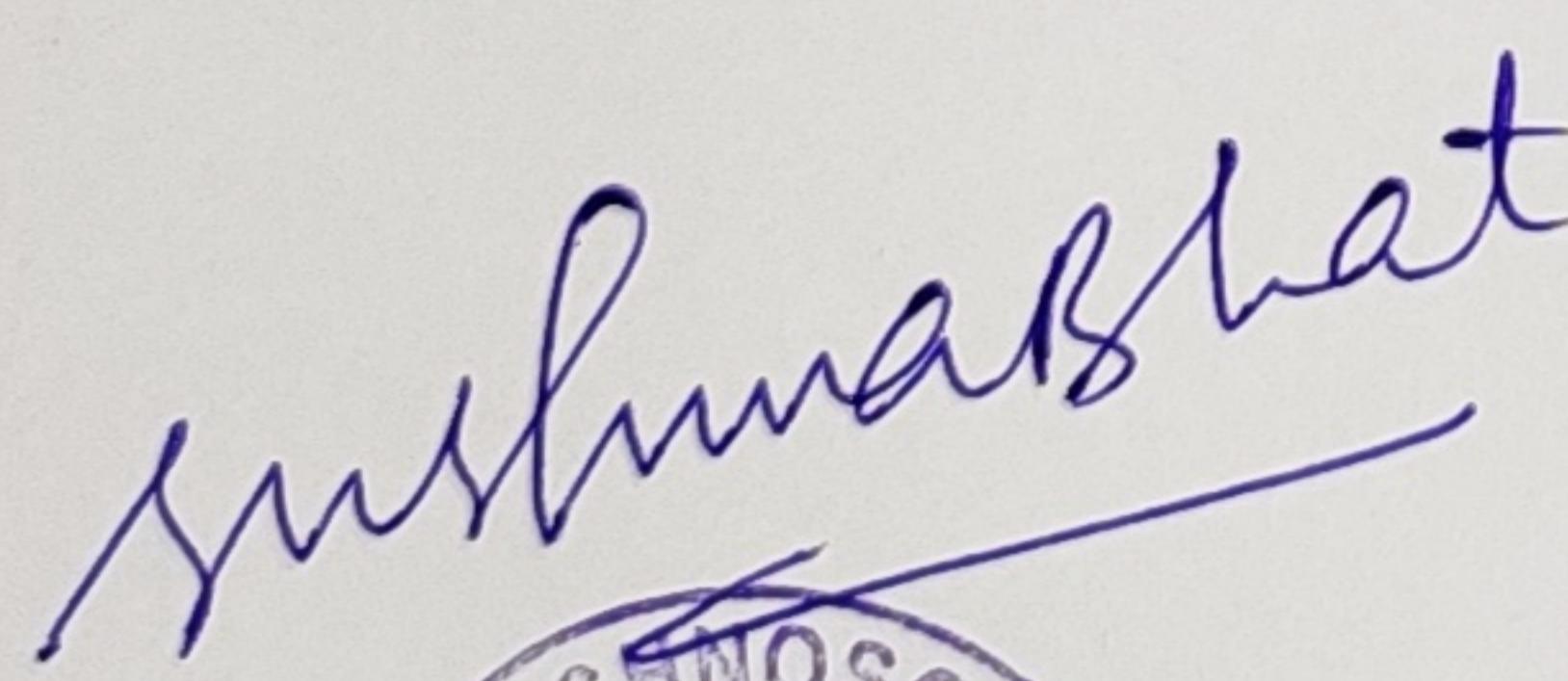
Kindly signify your acceptance of these terms and conditions set out in this letter by signing and returning the duplicate to us.

All other terms and conditions will be governed by the Company's policies as stated from time to time.

We look forward to your joining PROVAB TECHNOSOFT PVT. LTD. for a long, successful and mutually beneficial association

Yours faithfully,

I Accept,



Sushma Bhat
Director-HR
PROVAB TECHNOSOFT
Skype: sushma.provab
Sushma.bhat@provab.com

Ms. Nitu Kumari

