



Ref: RSSPL/022023/OL01608  
1st February, 2023  
Pradumna Vaijnath Shelage  
Layur

(Private and Confidential)

Dear Pradumna,

**CONGRATULATIONS!!**

It gives us immense pleasure in inviting you to join Radix as one of its valuable members. We believe that corporate grow and flourish fuelled by the enthusiasm and energy of the people who are willing to invest in to the future. Therefore, we believe that all our company employees are truly our ASSOCIATES. We are happy that you are one such associate joining us in our effort to create truly global standards.

With reference to your recent application and the subsequent interview/s you had with us, **RADIX** is pleased to confirm our offer of training to you as **Trainee Software Engineer with Department DotNet**.

**The terms & conditions of the Training offer are as follows:**

**1. Date of Commencement:**

Your training with the company shall commence on **1st February, 2023**.

**2. Compensation:**

Your stipend for training period will be **INR 8000** Your confirmation cost to company (**CTC**) will be **INR 30000** per month & this has been detailed in the Compensation sheet in Annexure I.

**3. Location:**

You will be based in Ahmedabad however you will be liable to be transferred in such capacity as the Company may from time to time determine to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

**4. Training & Confirmation:**

You will be on training for a period of **six months** from the date of joining and will be confirmed at the end of training period if your performance and conduct were satisfactory. In case of unsatisfactory performance during your training period, the training period can be extended or the Company may terminate your services at any time.



## **5. Background Checks:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure".

If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

## **6. Notice Period:**

You or the Company may terminate your service at any time by giving 60 days of notice or gross salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

## **7. Salary Review:**

Your salary reviews and re-fitments will always be subject to the schedules as may be implemented by the company from time to time.

## **8. Confidentiality:**

You are required to sign an Intellectual Property, Non-disclosure and Confidentiality Agreement effective from the date of joining. The Confidentiality Agreement is to ensure that all proprietary and confidential information, documents, literature, invention made or obtained during your tenure with the Company shall not be utilized by you at any point to undermine the interests of the Company.

Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.



#### **9. Offer Acceptance & Reporting:**

If the terms and conditions offered herein are acceptable to you, please confirm your acceptance of this offer by responding to offer e-mail to communicate acceptance of the offer and to confirm your joining date.

Please note that the offer acceptance email should reach us within 3 business days from the date of this offer, failing which this offer letter and its contents will stand withdrawn and cancelled automatically, without any further notice to you.

**We welcome you to the Radix family and wish you a rewarding career over the years to come.**

You will be required to report for duties on the specified joining date. Please report to **HR Department at 10.30 AM, at the following address: Radix - Ekyarth, Near Vandemataram Fabula, B/H, Nirma University Rd, Chharodi, Ahmedabad, Gujarat 382481**

If you have any query / clarification regarding this offer Letter or the joining please contact HR (Email id: - [hr@radixweb.com](mailto:hr@radixweb.com) , Phone No: - +91-79-35200685)

**Encl: - Annexure I (CTC Break – Up)**



Radix Software Services Pvt. Ltd.– Annexure I	
<b>Name :</b>	Pradumna Vaijnath Shelage
<b>Old Designation :</b>	Trainee Software Engineer
<b>New Designation :</b>	Associate Software Engineer (W.e.f.: 1st August, 2023)
<b>Department :</b>	DotNet
<b>Date of Joining :</b>	1st February, 2023
<b>Employee Scale :</b>	SCALE-I

Particular	Per Month	Per Year
<b>CTC</b>	<b>30000</b>	<b>360000</b>
Basic Salary	13500	162000
HRA - House Rent Allowance	6750	81000
Medical Allowance	473	5676
Other Allowances	2883	34596
Advance Retainer Incentive*	3000	36000
Children Allowance	0	0
Children Hostel Allowance	0	0
LTA – Leave Travel Allowance	1125	13500
<b>To Be Paid As Reimbursement Of Expenses</b>		
-- Mobile, Telephone & Internet Expenses	0	0
-- Petrol/Diesel Expenses	0	0
-- Driver's Salary	0	0
-- Magazines & News Papers	0	0
-- Attire Expenses	0	0
-- Meal Card/Voucher	0	0
-- Gift Voucher	0	0
<b>Company's Contribution Towards Statutory Dues</b>		
Company's Contribution To P.F. -	1620	19440
Gratuity	649	7788
Company's Contribution To ESIC -	0	0
<b>Gross Salary For ESIC</b>	<b>0</b>	<b>0</b>
<b>CTC</b>	<b>30000</b>	<b>360000</b>
Group Term Plan & Group Personal Accident Insurance Plan	63	756
<b>CTC with Additional Benefit Of Group Term Plan &amp; Group Personal Accident Plan</b>	<b>30063</b>	<b>360756</b>
<b>Calculation Of Take Home Salary</b>		
<b>CTC</b>	<b>30000</b>	<b>360000</b>
Less: Professional Tax	200	2400
Less :Employee's Contribution To P.F.	1620	19440
Less :Employer's Contribution To P.F.	1620	19440
LESS: Gratuity	649	7788
Less: Gift Voucher	0	0
Less: Meal Card	0	0
Less :Employee's Contribution To ESIC	0	0
Less :Employer's Contribution To ESIC	0	0
<b>MONTHLY NET TAKE HOME ( WITHOUT INCOME TAX)</b>	<b>25911</b>	<b>310932</b>



You would also be covered under below mentioned additional benefits:	SUM ASSURED
Group Term Insurance Plan	300000
Group Personal Accident Insurance Plan	300000
Group Medical Insurance Plan	200000
Future Service Gratuity Insurance Plan	

**Note:**

- TDS Amount is subject to submission of Investment Declaration & Evidence thereof.
- Reimbursement of expenses consideration as taxable or non-taxable are subject to submission of evidence.
- In case of any changes in statutory compliances (PF/ESIC/PT) company is not liable to bear any expenses. The same will be deducted from CTC.
- You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act, 1972.
- \*Advance Retainer Incentive is advance payment towards completion of one full year of service from Joining Date / Joining Anniversary, in case of early resignation / exit it will be deducted from F&F.
- \*\*Additional benefits of Insurance plans would get activated post 30 days from date of joining.

Sincerely,

For Radix Software Services Pvt. Ltd.

(Authorised Signatory)  
Shelage

Accepted

Pradumna Vaijnath