

31-January-2022

To,

RAJARSHI MANDAL
30/2 Ramlal Dutta Road, Uttarpara Kotrung(M),
Bhadrakali, Hooghly, West Bengal- 712232

Sub: Letter of Appointment

Dear Rajarshi,

This is in reference to your acceptance of our offer letter **Ref No: WIT264292** dated 25-01-2022. We at Wordsys are pleased to induct you in our esteemed organization as a **Jr. Web Designer**. Your place of posting will be in our main branch at **Chinar Park, Kolkata**.

We request you to join us on or before **01-February-2022**.

Probation and Confirmation

You will initially be on probations for a period of **6 (Six) months** during which your regular performance review will be conducted to assess your performance and suitability.

You will be given the confirmation letter of your permanent employment after the given probation period is over. Your performance will be reviewed closely in the probation, depending on which your permanent employment will be confirmed.

Salary and Increments

This offer is based on your profile and performance in the selection process. Your annual total compensation will be **₹ 1,56,000**. This includes all the benefits, as per the terms and conditions set out herein. For your Salary break up please refer to **Annexure-A**.

Your compensation is highly confidential and if the need arises, you may discuss it only with your HR Manager.

Hours of work

The normal working days are Monday through Friday and normal working hours are from 10:00 a.m. to 7:30 p.m.

WORDSYS INFORMATION TECHNOLOGY

Driven by Technology & Innovation
CIN: U72900WB2019PTC233327

Registered Ofc: PS IXL, Unit No.411, Chinar Park, Kolkata, West Bengal, 700136. Tel: 03340447929
email: info@wordsys.tech, Website: www.wordsys.tech



Terms and Conditions

Your appointment will be governed by the policies, benefits and terms & conditions of Wordsys Information Technology. You will also be governed by the rules, regulation and practices in vogue and those may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss only with your HR Manager. At the time of formally resigning from services, you shall have to serve the **notice period of 60 days**.

We request you to join us on or before **01-February-2022 at sharp 10:00 AM**. For now, we are providing work from home till any further notice. We will provide you your official I'd which we would be using for further communication.

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Annexure-A

RAJARSHI MANDAL
JR. WEB DESIGNER

Total Cost to Company

₹ 1,56,000.00

MONTHLY COMPONENTS	PER MONTH	ANNUALIZED
BASIC	₹ 5,850.00	₹ 70,200.00
HOUSE RENT ALLOWANCE	₹ 2,925.00	₹ 35,100.00
PERSONAL ALLOWANCE	₹ 3,347.50	₹ 40,170.00
CONVEYANCE	₹ 877.50	₹ 10,530.00
GROSS MONTHLY SALARY	₹ 13,000.00	₹ 1,56,000.00
PROFESSIONAL TAX	₹ 110.00	₹ 1,320.00
NET PAY	₹ 12,890.00	₹ 1,54,680.00
TOTAL FIXED COMPENSATION	₹ 13,000.00	₹ 1,56,000.00
BENEFITS		
TOTAL COST TO COMPANY		₹ 1,56,000.00

Note: TDS would be calculated as per the choice of the Tax Regime (New or Old) by the employee.

Kindly confirm your acceptance of this offer by sending us the copy of the signed appointment letter. If not accepted within **7** days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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ISO/IEC 27001:2013



Before your joining, please submit the following documents with self-attested:

1. Photocopy of your certificates and mark sheets in support of your educational qualifications.
2. Previous Employment Bank statements (First 3 months - Last 3 months)
3. Relieving letter from all your previous employer and last drawn pay slip.
4. Two passport size colour photographs.
5. Xerox copy of PAN, AADHAR CARD, PASSPORT, and Bank Cancelled Cheque.
6. Form 16 of previous firm (If **applicable**).
7. Photocopy/Scanned copy of your joining letter.

Please note that this appointment is subject to satisfactory professional reference checks.

WIT (Wordsys Information Technology) is keen that there is a secure environment for clients and internally too.

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also sign the duplicate of this appointment as your acceptance and forward same to us.

Your sincerely,

For Wordsys Information Technology Pvt. Ltd.



Swati Nayna

HR Manager

Wordsys Information Technology

WIT Confidential

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ANNEXURE-B**DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with Wordsys Information Technology Private Ltd (hereinafter referred to as 'the Company'), I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/ previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer. To the extent I feel that my employment at the Company would require me to bring any third-party documents or materials to the Company. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from the Company.

I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle the Company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

[Insert full legal name]

Date:

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