

## OFFER LETTER

Dear Saurabh Kumar Singh,

Congratulations!

With reference to your application and subsequent interview, we are pleased to offer you an appointment for the position of Jr. Web Developer at Excellence Technosoft Pvt. Ltd.

There would be a training period of 3 months, from your date of joining. During which you will be evaluated on the basis of your performance and other factor, after which your employment will be confirmed. You will be paid a sum of Rs. 4000 to 5000 as a stipend during your training period (depending upon your performance). Training period stipend is given after completion of 1 months training.

CTC given to candidate is 1.44 lakhs per annum.

The company follows a holding policy for freshers. Details of this are mentioned in Appendix and will be discussed with you on the date of your joining.

For increments you will be considered every 6 months after your employment confirmation.

The final Appointment Letter containing other Employment Terms would be provided to after your employment confirmation.

This offer is subject to your medical fitness, verification of your educational certificates, credit checks and satisfactory references.

Note:

Notice Period: 4 weeks

Number of Working Hours: Min 9 hrs per day

Working Days: 6 days a week - 2 Saturday (Second and Fourth) off in a Month.

Let us know if you have any questions. Please feel free to discuss any other concerns that you might have.

\* This offer letter is valid for 7 days only.

## Appendix

### Holding Policy

Your salary shall be INR 1.44 lakhs per annum.

The breakup of the same is mentioned below:

Basic= 1900 per month

HRA= 2100 per month

Conveyance allowance= 800 per month

Medical= 1250 per month

Special Allowance= 5950 per month

Total= 12,000 Rs.

The company follows a holding policy for freshers under which the company will retain Rs. 2000 per month of your CTC for one year of your employment with us. This will start once your training period is over. This amount will be held with the company for a period of 1.5 years from the date of your confirmation and payable to you in full upon completion of the above said period.

If you decide to resign from the company before completion of 1.5 years you forfeit the holding amount and experience letter. No claim whatsoever will be entertained in this regard.

OR

In case candidate wishes not to opt for holding policy, he/she can also choose to enter into a bond with the company. In case of bond there will be no holding amount, details of this can be discussed during joining date.