



BilSam Technologies Pvt Ltd

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PRIVATE & CONFIDENTIAL

Date: 03rd Feb 2020
Name: Rushiraj Gawande
Address: Building- 7, flat no -167,
Ram Society,
Near RTO Yerwada,
Pune- 411006

Dear Rushiraj,
Sub: Letter of Offer and Terms of Appointment

Thank you for exploring career opportunities with BilSam Technologies Pvt. Ltd. You have successfully completed our selection process and we are pleased to make you an offer as a **Software Engineer - Trainee**. Your total compensation will be Rs. 1,80,000/- per annum. For details of salary break up, refer Annexure I below.

Your employment is subject to the following terms and conditions:

1. Date of Joining

Your Date of joining the services of our company will be 3rd Feb 2018.

2. Place of Posting

Your posting will be at our headquarters in Kondhwa, Pune.

3. Compensation and Career Progression

Any increase in your compensation in future and career progression shall depend entirely on your performance based on the Job Description (JD) and Key Performance Indicators (KPI's) assigned to you.

4. Probation

This offer is also contingent upon successful completion of a probation period on 3 months from date of joining.

5. Duties and Responsibilities

I. Your duties are entirely technical in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.

II. You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remunerator except with the written permission of the

Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.

III. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.

IV. You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.

V. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

VI. You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

VII. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

6. Termination Of Employment

I. Your services can be terminated by either side, by giving one-month prior written notice or payment in lieu thereof.

II. You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

III. If you absent yourself without leave for 4 days or remain absent for more than 4 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you:

- Return to work within a future period of 4 days and
- Give an explanation to the satisfaction of the Management regarding such absence.

In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.

IV. Your services are liable to be terminated without any notice or salary in lieu thereof in case of misconduct, including loss of confidence arising out of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency.

7. General

I. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time.

II. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.

III. You will intimate in writing to the Management any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.

IV. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

V. The present designation is subject to change depending upon work assignment from time to time.

VI. You are expected to keep your salary related information strictly confidential.

VII. You shall be required to sign and abide by the Rules and Regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.


VIII. In case particulars mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

We look forward to your joining our team for a long, successful and pleasant association.
Yours Sincerely,

For BilSam Technologies Private Limited
For BilSam Technologies Private Limited 
Director
ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

I would be joining BilSam Technologies Pvt. Ltd. from 03 February 2020

SIGNATURE : 

DATE : 03/02/20

This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within three days from issue of this letter.



ANNEXURE I
Emoluments:

You will receive the following emoluments with effect from your date of joining: -

Item	Amount P.M. in Rupees
Basic Salary	1,13,376
Medical Reimbursement	15,000
Conveyance Allowance	19,200
HRA	32,424
Cost to Company	1,80,000

