



Webwheel Technologies Pvt. Ltd.

Office: A-437, SF-204,
Green Glass Building, Dr. Manjunath Complex
New Ashok Nagar, New Delhi 110096 India,
Email- info@webwheel.in Ph. +91- 7989498841

LETTER OF APPOINTMENT

Dear NILESH NAYAK,

We are pleased to offer you an appointment in our organization as **“Jr. Software Engineer”**,
w.e.f 12-March-2021. You will be based at our **Delhi** Location on the following terms and conditions:

1. You will be governed at all times by the company's policies, procedures and guidelines related to salary, allowances, benefits and perquisites, which may be modified or changed from time to time in accordance with the company's policies.
2. Besides the fixed salary, you will be entitled to Productivity/Performance Incentive, as per the company's policy, which the company may from time to time introduce and change.
3. The performance will be monitored on a continuous monthly basis and based on this, the designation/salary slabs will be changed accordingly as deemed appropriate per management's decision.
4. Also, you are required to keep your salary information confidential at all times and not to disclose it to anybody in the company or an outside agency.
5. You will be initially on probation for three months from the date of your joining. Your continuation in the company's service is subject to your satisfactory performance during the probation period. You shall not deem to be confirmed unless expressed in writing by the company.
6. You will be required to work in shifts as per the timings specified from time to time. The shift and shift timing allocation will be at the discretion of the management. The weekly off/offers may vary from week to week given the nature of business of the company and the exigencies of work and will be posted on the master schedule every week/month. You are expected to report to work promptly at the scheduled time each day. This ensures smooth work conduct as per the company's policy.
7. It is mandatory for everyone to do a minimum of 1 month of night shift per year as per the organization's requirement and can be scheduled to work in night shift depending on management's decision.
8. Your salary package will be **Rs 1,44,000/- cost to the company (CTC)** per annum. Details of the salary breakup are given in Annexure-1 provided with this letter.

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ANNEXURE-1

Salary Structure can be bifurcated as under:

COMPONENT	MONTHLY	YEARLY
Basic	7,400	88,800
HRA	2000	24,000
Conveyance Allowance	1600	19,200
Education Allowance	-	-
Medical Allowance	1,000	12,000
Holiday Allowance	-	-
PF Employee	-	-
CTC	12,000	1,44,000
IN HAND	12,000	1,44,000

9. You will devote full time and attention to the work of the company and will not take any direct/indirect business or work, honorary or remuneratory except with the prior permission of the management in writing in each case.
10. You may during your employment be given any assignment either arising out of the company's business or that the management in its subjective judgment deems fit concerning your skill sets, background, qualification or experience. Refusal to carry out such assignments as are allotted to you solely on, amongst others, grounds that it has not been part of your usual duties during your employment may result in termination. You will also not be entitled to any additional compensation for carrying out any such assignments/job.
11. The Company may in its business interest transfer you to any of its offices/vendor locations in India or abroad on such terms and conditions as apply to such transfer as per the company's policies. Although the company will endeavor to ensure that such transfers do not cause any disruption to your status, however, the company does not guarantee the continuation of any facility or perquisite in a new situation. In all such cases of transfer, the company's transfer policy and procedure will govern you.
12. You will be given promotions based on your performance. You shall be performing the next level targets consistently which will be decided by the management to have the next level position taken. You will be monitored consistently. If there is no improvement or if your performance is below par for the designation you have been appointed, then you will be deemed

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For demotions and company can restructure the salary status as decided by the management. We would like you to know that increments are not automatic but shall be given to you only if your performance during the relevant years is good and to the company's satisfaction.

13. Leaves without written approval by the Team Lead/Manager will be considered as Leave without Pay (LWP) and will result in deduction as per the company policy.
14. Your appointment is subject to your being medically fit. You are required to produce a medical fitness certificate to the company as and when requested. You are also requested to produce a copy of the resignation letter duly accepted by your previous employer or relieving letter before joining the duties.
15. During your employment with the company, you shall be subject to the company's policies, rules and regulations as decided by the company from time to time at its discretion.
16. Your appointment is subject to satisfactory verification of your character antecedents and testimonials. This appointment is based on the details provided by you to HR Department.
17. Either party can initiate separation of employment by giving the required notice period or CTC salary instead of the notice period including the probation period. Any deviations from this shall be at the sole discretion of the management.
18. Notice period is as mentioned below.

Level

Notice Period

Developer/QA/Head of Department/Manager

30 Days

19. The company retains the right to terminate services without any prior notice or payment instead of notice, in the event of any misrepresentation, misconduct, reasonable suspicion of misconduct, disloyalty, disclosure of confidential information, indiscipline, criminal offence, illegal action, breach and nonperformance in terms of Company policies, rules and regulations or any activities jeopardizing the interest of the company, and sexual harassment of any kind.
20. In case of continued inefficiency as compared to other employees or lower performance as compared to other employees of your category, you may be separated from the organization without any notice pay or compensation thereof.
21. In case of an employee absconded from work or the employee has been suspended from work, the company shall forfeit the full portion of the employee's Salary.
22. During employment or after cessation of employment, you shall not divulge, disclose or impart to any person/organization by word or otherwise particulars or details of systems, procedures, technical know-how, trade secret, administrative, financial or organizational matters about the company, which you may become aware of by your employment in the company. You shall maintain

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confidentiality at all times during the currency of this agreement and otherwise all information by the company's confidentiality policy and sign such agreements that the company may require for the adequate protection of all its information.

23. The rights to any invention, discovery or creation of any system or method related to the company's operation and arising out of any work done in the course of your employment will automatically vest with the company.
24. You will keep us informed of any change in your present or permanent residential address, civil or marital status and other such matters. The notices and communications sent to you at such address shall be deemed to have been properly sent by us and received by you. In case of any address change, the same shall be communicated to the company within 48 hours of such change.
25. Your working hours, weekly offs, holidays, leave rules etc. will be governed by the rules and regulations of the Company. You will observe and be governed by all the rules and regulations of the company that are in force now and also those that may come into force at a future date, even if they are not individually notified to you in writing. The company has the sole and absolute right to change or introduce any of its rules and regulations/policies and procedures at any time to meet the exigencies of business.
26. Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be deducted at source.
27. This contract is valid, subject to (a) satisfactory verification as enumerated in Para 17 above, (b) your acceptance of the offer within the time limit stipulated and your joining duties.

Acceptance: If the terms and conditions of appointment enumerated in this letter of appointment are acceptable to you, please sign the duplicate copy of this letter as a token of your acceptance of the appointment and the terms and conditions thereof and return it to the HR Department.

Yours Sincerely,

Authorized Signatory

I accept the Appointment and its terms & conditions.

Signature : _____

Name : Nilesh Nayak

Date : _____

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