



o2Script Web Solutions Policies

Mr. Amit Maskare

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Dear Mr. Amit Maskare,

We are pleased to offer you the fulltime position of **PHP Developer** at **O2script Web Solutions** with a start date of 14th July 2021

In this role, you will be required to [*briefly mention relevant job duties and responsibilities*].

SALARY

- a) Your annual starting salary for the position is Rs. 2,64,000/- (Rupees Two Lakh Sixty-Four Thousand only) which will be processed on monthly basis in your provided bank account and your monthly take home amount will be 22,000/-.
- b) Other Taxes will be deducted as per the standard norms.

WORKING HOURS

- a) Standard Timings: Monday to Friday: 10:00 AM to 7:30 PM including break time.
- b) Lunch break is from 12:30 PM to 1:00 AM (30 minutes flexible according to work priorities)
- c) You should inform before 2 hours if you will come late in any urgency
- d) Your working hours will be as per the requirement of the company. Company has right to change the standard time schedule as on when required.

PROBATIONORY PERIOD:

- a) First six months will be considered as probationary period from the date of your joining, company has right to terminate
- b) your services with or without any reason there will not be any legal obligation to the company for the same.
- c) Company will deduct Rs. 2000/- from your salary amount up to 5 months from the joining and after completion of 1 year company will pay total Rs. 10,000/- with the next month's salary amount into your bank account.
- d) But if you will resign from the company before 1 year then deducted amount will not be payable by the company.



INCREMENT:

- a) Yearly (Based on the performance).
- b) One-year commitment period will get extended from the date of Increment.

CONFIRMATION:

- a) Company will evaluate your performance during six months and based on that company will confirm your employment.
- a) After confirmation if you wish to discontinue your services than you will have to provide 30 days' notice to the company.
- b) Company will provide experience letter to you after you complete your commitment period.

Leaves and Holidays:

- a) After confirmation you will be entitled to get the benefit of 23 leaves on yearly basis including 11 Govt. holidays.
- b) That calculation will be based from financial year 1st April to 31st March of every year. Leave will be calculated on pro rata basis.
- c) No paid leave will be sanctioned while in the probation period after completion of probation period, monthly salary will be deducted if you take more than one leave in a month.
- d) You have to inform for the leave in prior basis and it would be sanctioned as per the work priorities and availabilities of other employees
- e) In case of sick leave, you need to submit medical certificate

We welcome you and wish you all the very best in your new assignment.

Everyone should adhere to company's policies, guidance, rules and regulations.

I have read, understood and agree to the terms and conditions as mentioned in this letter.

Name : Amit Maskare

Date : 14th July 2021

Signature : _____

Place : _____