Date: Jestha 24ᵗʰ, 2078

Subject: Offer letter for the position of **Software Engineer**

Dear Mr. Siddhiganesh Joshi,
Greetings from imark Pvt. Ltd.

As per our interview, we are selecting you for the position of **Software Engineer**
Congratulations!!

Below are the details of your Offer

A) Position: - Software Engineer
B) Job Location: - Kathmandu
C) Joining Date: - Shrawan 1ˢᵗ, 2078
D) Summary of your Job Description:

Major responsibilities:
   a. Analysis and troubleshooting of integrated software systems
   b. Develop, implement and maintain areas of system software
   c. Identification of areas of process improvement and solutions implementation
   d. Preserve and optimize the quality of system software
   e. Reviewing current systems
   f. Presenting ideas for system improvements, including cost proposals
   g. Work with Project Manager/Owner for Requirement Gathering.

Job Description:

1. Technical Tasks
   a. Designs, develops and modifies modules based on functional and system requirements.
   b. Oversee the technologies, tools and techniques used within the team
   c. Ensure that development standards, policies and procedures are adhered to.
   d. Drive change to implement efficient and effective strategies as advised by management
   e. Develop and implement IT standards and procedures to aid in the development of high quality software. Ensure that all Engineers within the team understand and follow existing IT standards
   f. Gain enough business knowledge to be able to actively participate in specifying software solutions for business needs.
   g. Show flexibility to respond to the changing needs of the business.
   h. Ensure that projects are accurately estimated and delivered to schedule
   i. Work closely with peers in the business to fully understand the business process and requirements.
   j. Work closely with the business and Engineers on issues related to design and requirements.
   k. Work closely with the Team Leader, Business Analyst and Product Owner for understanding the functional and system requirements.
   l. Work closely with the Architecture Team to ensure architectural integrity and product quality.
   m. Participate in testing process through unit testing and bug fixes.

2. Other Tasks
   a. Participate in daily/weekly technical meetings
   b. Participate in planning.
   c. Project related tasks as allocated by your Supervisor/Manager.

Work closely with the QA Managers, Project Managers, Product Management team, and the Research and Development manager to ensure quality and punctual software development within his/her responsibilities.

E) Remuneration Package Per Month

During Work from Home
You will receive **NPR 250 per day** during the working days. Holidays and Leaves are non-payable.

After Reporting at Imark Office
The Cost to Company (CTC) for your remuneration Package is: Rs 15,120.00 per month (Rupees Fifteen thousand One hundred and Twenty only).
CTC Breakage:
Basic salary: 8,100.00/-
Allowances: 5,400.00/-
Social Security Fund (SSF) contribution (Employee 11%+Company 20%): 2,511.00
Tax Deduction: As per Government Rule

Total CTC: 15,120.00/-

F) Probation Period: - You will be in probation period of 3 months starting from the date you report to the imark office at Kathmandu. This period is meant to examine the performance and adaptability of the employee into the organization culture. Your contract shall be revised on successful completion of the probation period. However, if the performance is not found satisfactory during this period, it may be extended further up to another 3 months with a written notice.
In any case if the performance is not improved in this extended period, the Company may terminate the employment contract.

G) Leaves: - As per the provision of the Company's HR Policy.

H) Other Benefits: - The benefits payable as per the Company's Policy shall be provided

I) Appendix
1. The above-mentioned remuneration is subject to deduction of taxes as per Income Tax Act of Nepal.
2. Your CTC will be revised after your appraisal done by the management.

Regards,

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(On behalf of imark Pvt. Ltd)
Ramesh Dhakal
Manager, HR & Admin

Acknowledged By

Name:

Signature:

Date: