



**WOCO TECH ELASTOMERE NOIDA LTD.**

CIN No: U34300DL2004PLC125216

Website: [www.wocogroup.com](http://www.wocogroup.com)

## OFFER LETTER

Date: 05.08.25

<b>Name</b>	<b>Sandip Bhavsar</b>
<b>Address</b>	<b>Pune</b>

Dear Sandip,

Based on your application for employment and series of discussions you had with us, we have pleasure in extending an offer of employment with WOCO. (the “**Company**”) subject to the following terms and conditions.

<b>Job Title</b>	:	<b>GIT Sr. Database Engineer</b>
<b>Department</b>	:	<b>Data Analytics</b>
<b>Compensation</b>	:	<p>Your compensation on a Targeted Cost-to-Company basis would be <b>Rs.34,00,000 /-(Only)</b>. The detailed break-up of the various components is attached in <b>Annexure 1</b>. All payments are subject to applicable taxes at the prevailing rates and subject to deductions towards contribution of any statutory benefits.</p> <p>Please note that the information in relation to remuneration is confidential between you and the Company and we expect you to keep the same in strict confidence.</p> <p>In case of any change in the existing statute or introduction of new statute, the Company reserves a right to adjust the salary components within the then existing Annual Cost to the Company to ensure that the payments are made in compliance with such statutes.</p>
<b>Reporting</b>	:	You will be required to report and take directions from the assigned Manager / Lead as may be communicated to you from time to time.
<b>Place of work</b>	:	Your primary work location will be Pune, India. The work location will be Panchashil Business Park, Kalyani Nagar, Pune 411006
<b>Timings</b>	:	You will be required to work for 8 hours (Anytime between 9 a.m. – 9 p.m.) from Monday to Friday. Further, depending on project/ work contingencies, workload and business requirements, at any given time you may be required to work outside these stated hours, including weekends.
<b>Validity of Offer</b>	:	This offer is valid only for 7 days from the date of offer mentioned herein unless otherwise agreed. If we do not receive your acceptance within this period, the offer is stands revoked.

<b>Joining conditions</b>	:	<p>Your joining date should be no later than 10<sup>th</sup> November 2025. If for whatever reason, you cannot meet this date, please contact the HR department immediately. In the event you are not able to join the Company on the mentioned date of joining and have not informed about delay, the offer stands revoked.</p> <p>In case you are employed, you are expected to join the Company after your current employer formally relieves you. However, in case you are unable to present the relieving letter at the time of joining, the Company will not be liable to any consequences arising out of your previous employment.</p> <p>The offer of employment is subject to satisfactory completion of reference check and submission of documents submitted by you. As part of the joining process, you are required to bring originals and one photocopy of the following documents:</p> <ul style="list-style-type: none"> <li>• Education certificates and mark sheets– from Std. X onwards</li> <li>• Offer letter and Relieving letter from all earlier and current employers</li> <li>• Copy of last three (3) salary slips and/or increment letter</li> <li>• Proof of identity – Passport /Driving license / Voter's Card</li> <li>• Aadhar and PAN card</li> </ul>
<b>Verification of Documents</b>		<p>This Offer Letter is issued on the understanding that you have furnished true and correct information/ data including but not limited to your identity, educational qualification, experience and good and moral behavior, in your application for employment and also during the interview process. As part of our process, an antecedent verification of all the data or information produced by you, may be initiated and if it is found at any time that any information furnished by you to the Company proves to be incorrect or false or if you are found to have willfully suppressed or concealed any material information, the Company will have the right to withdraw the offer and you will be liable to removal from the services without any notice and compensation in lieu thereof.</p>
<b>Other Conditions</b>	:	<p><u>1. No Dual Employment</u></p> <p>While in employment with the Company, you will not undertake employment with any other type of association anywhere else, even on a part time basis whether or not any consideration is involved. You agree to devote your full time and attention to your obligations towards the Company. This clause is a condition to your employment and any violation of this condition shall lead to immediate termination of your services with no liability on the part of the Company for payment of compensation in lieu of notice.</p>
		<p><u>2. Company Policies</u></p> <p>You will be bound by rules, policies and procedures covered under Company's Employee Handbook and amendments thereof that may be made from time to time.</p>
		<p><u>3. Termination of employment</u></p> <p>This agreement can be terminated on either side by Ninety (90) days' notice in writing or payment of basic salary in lieu of the same. The Company reserves the right to terminate your services with immediate effect in the event that the employee does not abide by the</p>

		<p>regulations and performance guidelines of the Company as mentioned in the Employee Handbook, now in force or as modified from time to time.</p> <p>During the period of your employment, if your work is not found satisfactory or your attendance is not regular, the Management reserves the right to terminate your services without assigning any reasons, and without notice / salary in lieu of notice.</p>
		<p><u>4. Probation</u></p> <p>You will be on probation for a period of three months, from the date of joining. While on probation, the agreement can be terminated by either party anytime without any notice period. Upon satisfactory performance during the probation period, your appointment will be confirmed.</p> <p>The Company will review your performance before the end of the probationary period, and if your performance is found to be satisfactory then you will be confirmed and a letter will be issued to that effect. The Company may also decide to extend your probation for another three months.</p> <p><u>5. Authority to commit on behalf of the Company</u></p> <p>You shall not enter into any commitments or dealings on behalf of the Company for which you have no express authority.</p> <p>You are required to comply with all the policies of the Company issued from time to time. On the question of interpretation of any of the terms and conditions, the decision of the Company Management shall be final and binding on you.</p>
<b>Confidentiality</b>	:	<p>You are expected to display a high level of professionalism and confidentiality in your interaction with the Company's clients and candidates. No information or knowledge of a confidential nature that you have received as a privilege of your position within the firm should be divulged, traded or shared. If you are deputed to work from Company's client offices you may be required to sign NDA with the client.</p>

In the years to come, we will continue to expand the breadth and depth of our Recruitment and HR solutions to meet the changing needs of industry. **I am confident that you will contribute significantly to our growth.**

I take this opportunity again to wish you the very best for a great learning and rewarding career here. And while you do that, don't forget to have fun as well. I am proud to have you onboard **"TEAM WOCO!"**

Yours sincerely,  
For WOCO

*Atul Gambhir*  
Atul Gambhir  
CEO

### **ACCEPTANCE**

I have read and understood all the terms and conditions contained in this Offer Letter. It accurately reflects my understanding of the terms and conditions of my employment with the Company.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## ANNEXURE 1

### TOTAL COMPENSATION STATEMENT

A PERSONAL DATA	
Name	Sandip Bhavsar
Position / Designation	GIT Senior Database Engineer
Department	Data Analytics
Location	Pune

B SALARY BREAKUP		Monthly	Yearly
Basic		1,13,333	13,60,000
HRA	40.00%	45,333	5,44,000
Conveyance allowance		11,333	1,36,000
Special Allowance		94,350	11,32,200
Education Allowance		-	-
GROSS SALARY		2,64,350	31,72,200

C OTHER BENEFITS			
PF (on Basic)	12.00%	13,600	1,63,200
Gratuity – As per Payment of Gratuity Act		5,440	65,280
TOTAL		13,600	2,28,480

D CTC (P.M.)	₹	2,77,950
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E CTC (P.A)	₹	34,00,680
F Variable Pay / Bonus on performance linked 10% of CTC	₹	-
G Grand Total (P.A.)	₹	34,00,000