



5 March 2021

Dear Subhradip Sinha

We appreciate the time you have invested in exploring opportunities at Qapitol QA. Based on the discussions we had, we are pleased to offer you the position of **"Senior Software Test Engineer"**.

We will be offering you a package of **Rs. 6,00,000/-** [Rupees Six Lakhs Only] per annum which is inclusive of all allowances, company contribution to Provident Fund [CCPF], Gratuity and all other benefits as per the company rules. Statutory deductions, as applicable, will be made from time to time.

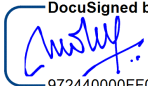
On acceptance of this offer you will be given a separate appointment letter once your joining formalities are completed. You are requested to come online at 10.30 AM on **8 March 2021** to complete the on-boarding process through online due to Covid-19.

You are requested to submit the copies of the document as per Annexure - C before joining. Please carry all Original documents for verification. This offer is subject to satisfactory reference checks and submission of all supporting documents requested for.

We welcome you to Qapitol family and we look forward to a long and mutually beneficial association. As a token of your acceptance, please sign the duplicate copy and return to us immediately. If in case you are receiving a soft copy of offer letter, please reply by e-mail your acceptance. Please contact me at mampi@qapitol.com if you have any questions.

Yours Sincerely,


For Qapitol QA Services Pvt. Ltd.

DocuSigned by:

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Mohan PSK
CEO

I have read and understood the same and voluntarily accept the above offer.

Offer accepted and will join on08.03.2021.....

[Signature] 
Date : 06.03.2021
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Place: Hooghly, West Bengal



ANNEXURE A

STANDARD		Per Month	Per Annum	Maximum allowed	All Numbers in INR
Basic	A	25,000	3,00,000		
FLEXI COMPONENTS					
Total Available for Flexi Components					
HRA	i	10,000	1,20,000	40% of Basic	Other flexi elements you can opt for is detailed in Annexure B
Total Flexible Component Utilized	B	10,000	1,20,000		
Group Medical Insurance	C	156	1,872		Total Coverage of Rs 5,00,000 for employee, Spouse and 4 Kids
Special Allowance	D	11,842	1,42,098		
Employer Contribution to PF	E	1,800	21,600		Employer contribution of 12% of Basic Salary. However, you may opt for min of 1800 per month and the Employer contribution would also match the amount you opt for.
Employer Contribution to Gratuity	F	1,203	14,430		Employer contribution.
Total CTC		50,000	6,00,000		A + B + C + D + E + F

- Net monthly take home salary is subject to deduction of Professional Tax, Provident Fund and Income Tax as applicable.
- Gratuity is @ 4.81% of your Basic Salary and is payable on separation, subject to completion of 5 years of continuous service in the company.



ANNEXURE B

Please note that the following Flexi Benefits can be opted by you to reduce the tax on total income. This can be done by you after you join the company and before we roll out a full employment letter. While all the other elements of the salary structure, as stated above, would remain the same, the Special Allowance (Fully Taxable) component would be reduced to the extent of the total of flexi benefits you opt for from the below mentioned options.

ITEM		AMOUNT	DESCRIPTION
Telephone Reimbursements	I	3,000	Payout against bill submission
Books and Periodicals	II	1,250	Payout against bill submission
Fuel and Maintenance - Two wheeler	III	900	Payout against bill submission, can only be used either for 2 wheeler or car and not for both
Fuel and Maintenance - Car	IV	2,400	Payout against bill submission, can only be used either for 2 wheeler or car and not for both
Fuel and Maintenance – Car/Chauffer	V	900	If IV is opted, additionally this can be opted as well
Children Education Allowance	Vi	200	Max is Rs.100 per child - max 2 children. Bills not required.
Children Hostel Allowance	Vii	600	Rs.300 per child per month is permitted - max 2 children
Food Coupons	VIII	2,200	Maximum Rs. 2200/month
Leave Travel Allowance	IX	71,667	Restricted to 2 months salary per annum. Bills to be submitted in March.



ANNEXURE - C

We request you to submit a copy of the following documents on or before the date of joining. Please discuss with us if you have any challenges in producing any of these documents.

- **Education**
 - SSLC or Equivalent
 - HSC or Equivalent
 - Graduation Certificate and marksheet copy of all semesters
 - Post-Graduation Certificate and marksheet copy of all semesters
- **Experience**
 - Latest three month pay-slips (if applicable)
 - Appointment letter / latest increment/revision letter from current employer (if applicable)
 - Appointment Letter / Experience Certificate/ Relieving Letter from all previous employers. (if applicable)
- **Personal Details**
 - PAN Card Copy
 - Passport Copy
 - Latest Form16
 - PF / UAN Number
 - 3 Passport size latest photos