

**Aug' 01, 2024**

**Suraj Pandey**

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Mobile No: 9057229806

**Permanent Address:** S/O Brijendra Pandey, 3/39, Housing Board, Chanderiya, Pootholi, Chittorgarh – Rajasthan - 312021

**Dear Suraj,**

We are pleased to extend this offer for being associated with **Coding Nebula LLP** (hereinafter referred to as '**the firm**' and/or '**employer**') as '**Associate Software Developer**'. This employment offer is subject to your acceptance and compliance with the terms and conditions of employment contained in the employment agreement enclosed.

**As mutually agreed and considering your professional experience**, your remuneration will be **INR. 3,21,216/- CTC Per Annum**. A detailed break up is given at **Annexure I**.

The date of commencement of employment will be the morning of **5<sup>th</sup> Aug' 2024**, failing which this employment offer will automatically stand canceled. This employment offer is valid for **two days** from the date of release. You are requested to provide your acceptance in order to confirm your willingness to join. **For the same you are requested to revert to us with an executed copy of this letter along with the employment agreement that follows.**

Please note that your appointment will also be subject to due verification of your previous employment credentials, references, proof of completion of academic program and submission of all the required documents. In the event of any discrepancy or misrepresentation found as to the documents called for verification or in the oral representations made during our interactions, this employment offer will stand void and revoked, with or without notice. You will be required to submit the required documents and sign a copy of the relevant employment related documents at the time of joining.

At the time of your interview, you have been oriented about the nature of your employment, work culture, roles & responsibilities and performance expectations. At the time of rolling out this offer, you are being oriented about the salary structure, benefits and facilities provided by the firm. Please go through the terms carefully and let us know in case of any clarification as to the same.

By signing this letter and the employment terms that follow, you acknowledge and confirm that you are undertaking this employment out of your own willingness and no pressure or coercion or influence of any sort has been exercised by the firm or its personnel. You also acknowledge that you fully understand the information provided at the time of interview and at the time of extending this employment offer.

We look forward to welcoming you at the Firm and wish you the best for your career progression with the Firm.

**Thanks and Best Regards,**  
**For Coding Nebula LLP**

**Compensation and Benefits**

For all services to be rendered pursuant to this employment agreement to or at the request of Firm, the Firm agrees to pay a base salary (i.e. annual compensation) of **INR 3,21,216/- CTC per annum to be paid over twelve (12) calendar months, the details of which are mentioned at Annexure I.**

Initial of the employee \_\_\_\_\_

**Joining Requirements:**

You are required to contact Mr. Saumya Gupta on the date you report for work on the date of joining at **10:30 AM**.

You are required to carry and submit a photocopy of the following documents for joining:

- Relieving / Service Letter(s) / Acceptance of resignation from all your previous organizations.
- Last 3 month Pay-slips of your last organization.
- Bank Statement of Last 6 Months in which you got the salary from your last organization..
- Last Company Appointment Letter
- Last increment letter (If Any)
- Attested photocopies of educational certificates (Class X standard onwards)
- 3 recent passport size photographs
- Passport details along with an attested photocopy of the same.
- Passport, PAN Card, Aadhar Card Photo Copies (1 of Each)

Please bring all original documents for verification with the copies submitted on the date of joining. The employment agreement will be executed by the employer on the date of joining, one for the employee and for the Firm's record.

This offer/appointment is subject to the condition that all the information ( including but not limited to educational qualifications, work experience, past salary drawn, etc.) provided by you for an employment with Coding Nebula LLP, is accurate and nothing has been given untrue or nothing has been misrepresented.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) or have deposited with the company copies of forged papers of your academic qualifications or experience certificate or earning proofs resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion including termination of your employment and appropriate legal action. You shall have no objection if the Company conducts necessary "due diligence" to verify the veracity of the information provided by you.

Coding Nebula LLP, reserves the right to take such other action as permitted at law.

Coding Nebula LLP, reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

**For Coding Nebula LLP**

**Ajay Kumar**  
**Designated Partner**

Initial of the employee \_\_\_\_\_

## Annexure I

<b>Name</b>	<b>Suraj Pandey</b>	
<b>Designation</b>	Associate Software Developer	
<b>Department</b>	Software Development	
<b>Location</b>	Noida	
<b>Date of Joining</b>	5 <sup>th</sup> Aug 2024	
<b>Salary Components</b>	<b>Monthly</b>	<b>Yearly</b>
Basic	12,500	1,50,000
House Rent Allowance	6,250	75,000
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	2,900	34,800
<b>Monthly Gross</b>	<b>24,500</b>	<b>2,94,000</b>
<b>Add: Employer Contribution</b>		
Employer Provident Fund (Employer Contribution 12% of Basic or Rs 1800/- whichever is less)	1,500	18,000
PF Admin Employer Contribution 1% of Basic or Rs 150/- whichever is less)	125	1,500
ESIC	0	0
Gratuity as per act (4.81% of Basic)	601	7,212
Group Personal Accidental Policy	42	504
<b>Total Contribution</b>	<b>2,268</b>	<b>27,216</b>
<b>CTC Per Month</b>	<b>26,768</b>	
<b>TCTC Per Annum</b>		<b>3,21,216</b>

\*Income Tax Deduction applicable as per Govt. Rule &amp; Regulations.

\*Gratuity applicable as per Gratuity Act.

\*Other compliance applicable as per Govt. Rule &amp; Regulations.

Name of Employee: Name

Sign of Employee: \_\_\_\_\_

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

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

I hereby voluntarily accept the above offer of employment along with all total terms and conditions of Service Agreement enclosed.

Received &amp; Accepted

Initial of the employee \_\_\_\_\_