

Trantor/JF/2/September 2021/113

Letter of Intent to hire – Post successful completion of Training

Dear Surendra Singh Sajwan,  
H No. 22, Vivekanand Gram, Jogiwara, Dehradun, Uttarakhand

Further to your application and subsequent interviews by TalentEdge Consultant for Trantor Software Pvt. Ltd. We are pleased to extend a letter of intent to hire you post successful completion of training module in the capacity of an Intern (Contractual assignment for the period of training execution).

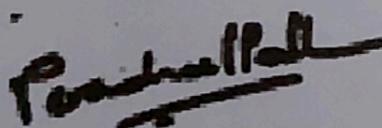
1. On Successful completion of Training you will be allocated to specific Technology project. Your Gross Annual Emoluments would be **INR 480000/- per annum (Rupees Four Lakh and Eighty Thousand Only)** as detailed in Annexure 1 and in accordance with the company's normal payroll procedures, statutory provisions in force from time to time and deductions of appropriate taxes at source. The company may modify job titles, salaries and benefits from time to time as it deems necessary. Your remuneration package and salary structure / details are confidential between you and the management of the company and you should not discuss it with anyone except your HR.
2. You will be based at **Trantor Software Pvt. Ltd., G9 Rajiv Gandhi IT Park Chandigarh, India** but may be required to work at such other locations within as well as outside India as reasonably determined by the needs of the business.
3. **On completion of training followed by interviews, we will provide you an offer of employment.**
4. You are requested to note that Trantor is not bound by any terms that are not explicitly outlined in the letter of intent to hire you post successful completion of training and the terms of this letter of intent to hire you post successful completion of training supersede any prior oral discussions involving the matters addressed in the letter.
5. Your employment post successful completion of training and interviews will be governed by the Employee's Handbook, and HR Policies of the company which will be made available for your perusal and reference. Above mentioned terms and conditions will be superseded by Rules, Regulations, Policies and Processes as given in the latest version of Trantor's Employee Handbook at any point of time including at the time of joining.
6. This letter of intent to hire you post successful completion of training is a clear indication of the confidence that the particulars furnished in your application and resume are correct. Failing to do so; your future offer of appointment with the company shall stand terminated/cancelled without any notice.
7. Please confirm the acceptance of this letter of intent to hire you post successful completion of training by email within 1 working day of receipt of this document.

8. Training Clause - You will be on training with our partner vendor (TalentEdge) for period of 30/60 days. On the successful completion on training and subject to interviews the candidate will be absorbed to the respective Technology Project.
9. Our letter of intent to hire you post successful completion of training is conditional upon you agreeing to sign a Training Agreement with Trantor, notarized by a Notary Public and submitted to Trantor within 30 days from the date of joining. T&C of Training agreement unless earlier terminated pursuant to the terms and provisions of this agreement, this agreement shall have a term (The "Term") of 1.5 years following the date of joining Trantor Software Pvt. Ltd. You shall not be entitled to resign during this period of 1.5 years. Any violation of this clause will result in payment of Rupees Two Lakh Fifty Thousand (Rs.2, 50,000/-). The company will not entertain any reference check inquiries made in future regarding the concerned person
10. Notice Period: On completion of your Training Agreement of 1.5 years with Trantor, Should you wish to resign from your employment with Company, you will be required to provide 90 days' written notice to enable us transition your work.
11. This letter of intent to hire you post successful completion of training is only valid subject to the fulfillment of the condition that You should not have any outstanding or arrears in your academics as on date of joining. Subject to clearing your final semester examinations and scoring a minimum of 60% overall in your Under Graduate/Post Graduate Course as applicable. The company reserves the right to terminate your services with immediate effect, if this condition is violated.
12. In case of non-conformance of clause 10 and 12 stated above or not joining as per committed joining date, this letter of intent to hire you post successful completion of training will stand null and void.
13. Please sign the duplicate copy of this letter on each page as token of your acceptance of the terms and conditions detailed in this letter and submit the same on your date of joining.

In case of any queries, please free to reach out to us by writing to [offers@chd.trantorinc.com](mailto:offers@chd.trantorinc.com) or by calling your recruitment SPOC Navneet Kaur at 9569929759

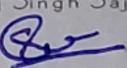
Wishing you a rewarding career with Trantor Software Pvt. Ltd. and welcoming you to our Pursuit of Excellence.

for Trantor Software Private Ltd.



**Prasheel Pardhe**  
Chief Personnel Officer

Acceptance Signature

Name: Suraj Singh Sajwan  
Signature: 

**Annexure 1: Compensation Break up**
**Name:** Suraj Singh Sajwan

**w.e.f.** 22<sup>nd</sup> September, 2021

<b>Particulars</b>	<b>Amount (PM)</b>	<b>Amount (PA)</b>
Basic Salary	21500	258000
House Rent Allowance	8600	103200
Management Allowance	2144	25726
Leave Travel Allowance	0	0
Uniform Allowance	0	0
Telephone/Broadband Allowance	0	0
<b>TOTAL CASH COMPENSATION (A)</b>	<b>32244</b>	<b>386926</b>
<b>ANNUAL BENEFITS (B)</b>		
<b>Benefit Particulars</b>	<b>Amount (Rs)</b>	
Employer's contribution to Provident Fund @ 12% of PF Wages, as applicable	21600	
Employer's Contribution towards Group Health Medical Insurance, Group Personal Accident Insurance and Group Term Life Insurance, as applicable	11474	
Employer's contribution to ESI @ 3.25% of ESI Wages, as applicable	0	
Employer's contribution to Statutory Bonus	0	
Employer's contribution towards PayTM Food Wallet	0	
<b>BENEFITS</b>	<b>33074</b>	
<b>FIXED REMUNERATION (A+B)</b>	<b>420000</b>	
<b>RETENTION AND PERFORMANCE BONUS (C)</b>	<b>60000</b>	
<b>TOTAL REMUNERATION (A+B+C)</b>	<b>480000</b>	

<b>** Benefit Details</b>	<b>Amount (Rs)</b>
Group Health Medical Insurance Coverage (For Self, Spouse, 2 Dependent children and 2 Dependent Parents)	150,000
Group Personal Accident Insurance Coverage	500,000
Group Term Life Insurance Coverage	840,000

\* Taxes and other statutory deductions/Payments (Ex., employee contribution to provident fund, ESI, Labor Welfare Fund etc. as per applicable law. In case of any changes in statutory deductions/payments owing to changes in respective law or any other non Statutory component, same will be adjusted through management allowance.

\* Statuary bonus will be payable as per Payment of Bonus Act, 1965

\* Employee must produce latest salary slip (with No PF Deduction) of last employer, must not have Aadhar card registered on EPFO website and monthly Basic must be more than Rs 15,000/- . For exemption from Provident fund deduction. All three conditions are mandatory to meet for exemption

\*Gratuity under Payment of Gratuity Act is additional.

\* Employee will be covered mandatorily under ESI, if ESI wages per month is less than Rs 21,000/- . If you are covered under ESI, you will not be covered under Group Health Medical Insurance. Group Personal Accident Insurance and Group Term Life Insurance will still be applicable in such cases

\*LTA, Telephone reimbursement and Uniform Allowance will be paid Monthly as a taxable allowance. You would be required to submit corresponding bills as per Income tax rules to Finance in Jan/Feb to avail tax benefit against these components.

\*Subsidized lunch deduction is additional, in case employee has not opted for PayTM Food Wallet. Subsidized lunch deduction is not applicable for Gurgaon employees.

**Terms and Conditions pertaining to Retention and Performance Bonus \*\*:**

In addition to Annual Total Remuneration (as defined above), we are pleased to offer you One time Retention and Performance Bonus of Rs 60000 (Rupees Sixty Thousand only) payable on completion of 1 year. This offer of Bonus is subject to the terms and conditions mentioned below:

- This bonus is primarily meant for you completing one year with an acceptable performance post the first appraisal system.
- Confidentiality: This offer of Retention Bonus is extended based on our understanding that this will remain confidential.
- Terms and conditions of this offer of Bonus are highly confidential and Employee shall not communicate any details of this Agreement to any fellow colleagues or seniors other than Employee's Immediate Manager.
- Infringement of the code of confidentiality will lead to forfeiture of amounts already paid and the offer of Bonus being withdrawn with immediate effect. It will also lead to disciplinary action potentially including the termination of the Employee's services.
- The Employee will maintain expected conditions of employment and satisfactory job performance as evaluated by the supervisor.
- Retention and Performance Bonus shall not be paid, if the Employee has not been performing satisfactorily or has had unauthorized absences, during the month period from Date of joining
- The Payout will happen on completion of 1 year. This Bonus (post disbursal) would be fully recoverable if you resign/leave within 1 year from your date of payment.
- The Employee resigning/exiting the company before the date of actual payout shall not be eligible for the Retention Bonus payout for that period.
- No prorated payment of Bonus shall be made under any circumstances for the Employee, if he resigns before the date of actual payout.
- The payment of bonus is subject to income tax deductions as applicable.
- This bonus shall not be deemed to be salary for any other purposes and shall not attract any related benefits. All other terms and conditions of employment remain unchanged.