

Dear Mr. **Shrikant Mahure**,

Date: 01-Mar,2018

Virani Talkies Road, Beladarpura,  
Ward No.8 Wani,  
Dist. Yavatmal,  
Maharashtra – 445304

**Subject: Offer Letter**

**Letter of Appointment**

Dear Mr. **Shrikant Mahure**,

We are pleased to announce that you have been selected in “**Pradyumna Infotech (P) Ltd.**”. With reference to your application and the subsequent interviews that you had with us we hereby place on record the terms on which you have been appointed as a “**Associate Data Scientist**” in Pradyumna Infotech (P) Ltd and your joining date is **01-Mar,2018**.

You shall join your duties on or before **01-Mar,2018**. at G-21, Sector-03, Noida 201301, (U.P).

We welcome you to the Pradyumna Infotech family and trust we will have a long and mutually rewarding association and look forward to your contribution to the growth of the organization and yourself.

We wish you all the very best in your career with us, and we are confident that you will continue to build on the good work you have started.

Our Salary & Compensation and other terms and conditions of the appointment will be governed by the Annexure “A”, Annexure “B” and Annexure “C” appended herewith.

## Annexure A

### SALARY & COMPENSATION

- Your total compensation and benefits will be INR. 4,95,000/- per annum.

### **Salary Policies**

- You cannot share your salary details with other employees.
- You will be eligible to get incentives as per your performance.
- You will be eligible for appraisal once in a year as per your and company's performance.
- Your probation period will be 90 days and it will be started from your 1<sup>st</sup> day of joining.
- Your incentives will be revoked if tenure is less than 180 days.
- Salary will be credited on or before **15<sup>th</sup> of every month**.

<b>Salary Structure</b>	
Salary structure with effect from 01-Mar,2018	
<b>Details</b>	<b>Current</b>
<b>Total Cost to Company (CTC - Rs. Per Annum)</b>	<b>4,95,000</b>
<b>Components</b>	<b>Rs. Per Annum</b>
Basic Pay	1,98,000
House Rent Allowance (HRA)	99,000
Special Personal Allowance	1,59,000
LTA	12,000
Communication Expenses	12,000
Medical Reimbursement	15,000
<b>Total Cost to Company (CTC-Rs. Per Annum)</b>	<b>4,95,000</b>

- For computation of the above, the year considered will be financial year. Tax liability if any will be to the employee's account.

## **Annexure B**

### **TERMS & CONDITIONS**

#### **CONFIDENTIALITY**

This is a highly confidential and private document. You need to maintain the confidentiality and ensure that the details of your offer are not shared with anyone except HR and Management team of Pradyumna Infotech. Sharing the details of your offer with others would imply a breach of confidentiality and could invite suitable disciplinary action.

#### **PROBATION PERIOD**

You will be on probation for 3 Months. Your confirmation will be communicated to you in writing. Pradyumna Infotech reserves the right to terminate your employment in case your performance, behavior and/ or conduct during the probation period is found unsatisfactory.

#### **TERMINATION OF SERVICE**

- Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency or lower performance as compared to other employees of your category.
- If management is not satisfied with your work and conduct your services are terminable by the company by giving a notice of one day.

#### **CONFIDENTIALITY, DATA AND INTELLECTUAL PROPERTY PROTECTION**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of Pradyumna Infotech the detailed confidentiality related terms and conditions are set out in **Annexure "C"**.

### **RESPONSIBILITY**

You will act within the framework of organizational structure, policies and directions as may be laid down by the management from time to time. In view of your work, you must effectively perform to ensure results. Your performance will be reviewed as per company's appraisal system.

### **HOURS OF WORK**

- You have to complete at least 9 hours of duration per day.
- Your standard office timing will be 9:00 AM to 6:00 PM.
- Your attendance will be tracked through biometric system.
- There is no work from home policy in Pradyumna Infotech.
- All leaves should be planned; Unplanned leaves are not acceptable.
- In case of work urgency, you can be asked to work on company holiday, In that case we will pay additional amount or comp off.

### **ALTERNATIVE EMPLOYMENT**

As a full-time employee of Pradyumna Infotech, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Pradyumna Infotech.

### **CHANGE OF ADDRESS**

You shall keep the company informed about changes, if any, in your present local residential address and contact phone numbers, for any reason you shall intimate the change in writing immediately to HR department of the Pradyumna Infotech for company's record.

### **ABSENCE FROM DUTIES**

Your absence for a continuous period of 1 week [ Including absence when leave though applied but not granted] or overstay for a period of 7 days would make you lose your lien on the job and your services automatically come to an end without any notice in intimation from the side of the management.

### **ASSET MANAGEMENT**

You are fully responsible to take care and maintain the asset which Pradyumna Infotech provided you for official use. Any misplace or breakdown of the asset will be adjusted from your salary. You cannot misuse the provided asset.

### **NOTICE PERIOD**

Upon your confirmation, this contract of employment is terminable by you by giving 30 days' notice in writing to Pradyumna Infotech. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of 30 days given by you under this clause. However, upon your serving the notice under this clause, Pradyumna Infotech may relieve you any time during the period of notice at its sole discretion.

Your failure to comply with this clause will entail monetary payment of damages to Pradyumna Infotech as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of Pradyumna Infotech i.e., if you are unable to complete your 30 days' notice period then you are bound to pay unserved days' amount to Pradyumna Infotech. During the notice period you are not supposed to take any leave, if there is any misconduct while serving the notice period, company can terminate the employment at its sole discretion without any intimation and full & final will be done then and there with 30 days' salary deduction.

### **EXPERIENCE CERTIFICATE**

Experience certificate will be given only on completion of minimum six month of service with the organization.

### **GOVERNING LAW**

The terms and conditions as stipulated above shall be interpreted in accordance with the law of India. In the event of any dispute, the parties shall submit to the exclusive jurisdiction of the courts of India.

## **Annexure C**

### **DATA AND INTELLECTUAL PROPERTY PROTECTION**

By signing this Annexure, you are bound to follow below given terms & Conditions.

- Employee should agree and understand that confidential information and data to which he/she have knowledge and access in the course of their employment with Pradyumna Infotech is to be kept confidential and this confidentiality is a condition of their employment.
- You are entitled to accept that any Data or Information shall not be disclosed to anyone under any circumstances.
- You are entitled to accept that your duty to maintain confidentiality continues even after you are no longer employed.
- If found with any unauthorized disclosure of patent and other confidential information of Pradyumna Infotech you are ground for disciplinary action up to and including immediate termination and proceed to legal action.

### **CONDITION TO HIRE**

All appointments are based on the information furnished by you in your employment application and all further declaration and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice. You hereby warrant that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform the duties of your employment. You also warrant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement between you and any third party and that the company will in no way be concerned with such liabilities.

### **GENERAL**

- You will abide by the company's service rules and regulation, leave, etc. as applicable from time to time and the company shall have the right to vary or modify any or all of the above terms and condition of services which shall be binding on you.
- This appointment is subjected to the express condition that no claim is made for overtime, attendance, nature of work, holiday and accidents or hazards of occupation, except according to the statute.
- Full and final will be done within 15 days from last working day.

- You are appointed on the basis of your educational qualification and experience mentioned by you in your application/resume. In case, the fact mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- You will be liable to pay damages to the company for the loss caused by you directly or indirectly in addition to other legal remedies that may be required for violating any of the provisions of this appointment letter and for this, the Courts of Delhi will have jurisdiction.
- You will not during or any time after the termination of your employment, either on your own or on behalf of any other person, firm or company canvas solicit or entice away any other employee working in the company.
- We believe we can provide you with an atmosphere in which you can develop your professional talents to the fullest.
- We look forward to having you join Pradyumna Infotech. Please do not hesitate to contact us if you need any further assistance. We look forward to your commencing work with the company, and to your being part of the Pradyumna Infotech.

#### **COMPLIANCES TO ALL CLAUSES**

You will be required to fulfill all the terms and conditions mentioned in this letter of offer any failure to fulfill any term and/ or condition would entitle Pradyumna Infotech in withdrawing this offer letter at its sole discretion.

Authorized Signatory

**Mr. Vijendra Pal [Head - HR]**

With Best Wishes  
For : Pradyumna Infotech (P) Ltd.



I accept the above terms and conditions of employment with Pradyumna Infotech.

**Signature.....**

**Date.....**