

OFFER LETTER

August 10, 2022
NSEIT/HR/OL/DIGI/06728

To,
Tushar Prajapati
509 B 3 F - Wing Near Kanakia Wall Street,
Mulgaon Chakal Andheri East,
Mumbai 400059

Dear Tushar Prajapati,

Further to your application and subsequent discussions that we had with you, we are pleased to offer you the position of a **“Trainee Associate Systems Analyst”** in our company.

1. Your traineeship will be for a period of Two years from the date of your appointment in the company.
2. During training period, you will be eligible for a monthly gross salary of **Rs. 33267/-** per month.
3. You are required to sign a commitment for serving the organization for a minimum period of 2 years from the date of joining the organization.
4. Your appointment will be subject to you being found medically fit for service in the company and satisfactory report thereof being received.

If you find the above terms and conditions acceptable, we expect you to join us on or before **August 11, 2022**

Kindly return the duplicate copy of this letter duly signed as a token of acceptance of offer.

A detailed appointment letter will be issued to you on joining.

We look forward to work with you.

Yours Sincerely,
For NSEIT Ltd.



Tina Mathew
Head – HR

OFFER LETTER OFFICE COPY

August 10, 2022
NSEIT/HR/OL/DIGI/06728

To,
Tushar Prajapati
509 B 3 F - Wing Near Kanakia Wall Street,
Mulgaon Chakal Andheri East,
Mumbai 400059

Dear Tushar Prajapati,

Further to your application and subsequent discussions that we had with you, we are pleased to offer you the position of a **“Trainee Associate Systems Analyst”** in our company.

1. Your traineeship will be for a period of Two years from the date of your appointment in the company.
2. During training period, you will be eligible for a monthly gross salary of **Rs. 33267/-** per month.
3. You are required to sign a commitment for serving the organization for a minimum period of 2 years from the date of joining the organization.
4. Your appointment will be subject to you being found medically fit for service in the company and satisfactory report thereof being received.

If you find the above terms and conditions acceptable, we expect you to join us on or before.

Kindly return the duplicate copy of this letter duly signed as a token of acceptance of offer **August 11, 2022**.

A detailed appointment letter will be issued to you on joining.

We look forward to work with you.

Yours Sincerely,
For NSEIT Ltd.



Tina Mathew
Head – HR

I accept the terms and conditions of my Offer.

Signature & Date

OFFER DETAILS

Place of Work:

The initial place of work for carrying out your assignment shall be as given below:

Posting Location: Mumbai

Base Location: Mumbai

Area of Operation: NA

Note: NA

Your working days will be **Monday to Friday**.

Remuneration:

Your salary and allowances will be as per the details attached to this letter and marked as Annexure I.

Probation:

You will be on probation for a period of 6 months from your date of joining.

Medical Fitness:

Your appointment will be subject to your being found medically fit for service in the Company and furnishing a duly stamped and signed letter by a registered medical practitioner as a memorandum thereof

Submission of Documents:

At the time of reporting for duty the documents as per Annexure II should be submitted. Original documents must be produced for verification purposes and the same will be returned to you after completion of the verification process. The Company reserves the right to revoke the offer or appointment if any discrepancy is found in your documents. If any statement, documentation, declaration or information given by you at any time, is found to be fraudulent / false or if any material / particular is suppressed / misinformed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof.

Your appointment will be subject to your furnishing such information as the Company may require from time to time and subject to your services being acceptable in the light of the information furnished.

Background Verification:

The Company reserves the right to carry out reference verifications or background checks (not restricted to the last salary drawn, past employment, use of banned / illegal drugs / narcotic substances, criminal records etc.) prior to your joining the Company or during the course of your employment with the Company. You understand and acknowledge that this is a requirement and you have no objections whatsoever if such checks are carried out by the company or a third party agency engaged by the company.

Initials

Notice Period / Termination:

- a. Either party can terminate the contract of employment by giving 90 (Ninety) days notice in writing (subject further that such requirement shall extend to you during the tenure of probation period as well) subject to the Company's right to pay salary in lieu thereof to you. The Company may also waive the requirement of serving notice period by you, either in full or part, solely at its own discretion and recover salary in lieu of notice period (*pro rata if applicable*) from you. However, should you sign any Service Agreement / undertaking with the company as a part of your employment process or later during the course of your employment with the company, you will then not be allowed to terminate your employment with the company unless you comply with the terms and conditions of the Service Agreement / Undertaking.
- b. It will be mandatory for you to serve the full notice period without taking any leave to help with complete hand over of all your responsibilities to an identified person. Any exceptions to this will be allowed only on special approval of your BU head. In such cases your notice period and release date will be extended on a pro-rata basis to the extent of the leaves taken.
- c. Company may, in certain circumstances, prefer to terminate your services without the notice period or a reduced notice period if there is a lack of business opportunity or your non competence, in such case, you will be paid salary in lieu of thereof for those many days.
- d. Similarly, if you are willing to serve the full notice period but the Company desires your early release for any reason, the Company will pay you salary in lieu of the relevant notice period.
- e. Your services are liable to be terminated forthwith without any notice or compensation or in the alternative, you shall be liable to disciplinary action and imposition of penalty in accordance with the Company Staff Rules if after your report for duty the Company receives information that you have prior to joining the Company's services committed any act of misconduct, furnished fraudulent information or during your service in the Company, violated Company policy/ Code of conduct/ Staff Rules and regulations, Employment contract or if you are guilty of any act of misconduct, dishonesty, fraud, misdemeanor, which, in the opinion of the Company renders you unfit to serve in the Company.
- f. Salary in all the above cases refers to Basic Salary.

Initials

Annexure I

COMPENSATION DETAILS

	ANNEXURE I	Location	Mumbai
Name	Tushar Prajapati		
Designation	Trainee Associate Systems Analyst	Grade	E11
w.e.f	11 August 2022	All Figures in INR	
		Monthly	Annual
PART I	Fixed Components		
A	Salary		
	Basic	11,200	1,34,400
	HRA	5,600	67,200
	Conveyance Allowance	1,600	19,200
	Statutory Bonus	3,214	38,568
	LTA	1,250	15,000
	Executive Allowance	10,078	1,20,932
	Mobile Charges Reimbursement	325	3,900
	Total A	33,267	3,99,200
B	Retirals /Other Benefits		
	Employer Contribution to Provident Fund	1,800	21,600
	Gratuity	933	11,200
	Total B	2,733	32,800
	Total of PART I (A+B)	36,000	4,32,000
PART II	Variable Components		
	Variable Pay *		18,000
	Total of PART II		18,000
	Cost to Company (PART I + PART II)		4,50,000
Please note:			
1. All Allowances / Bonuses / Incentives / Rewards / Benefits will be paid / reimbursed as per the Company policy. Employees who are on the rolls of the organization on the day of disbursement will be eligible for the same.			
2. All employees are requested to keep themselves updated with changes announced in policies and procedures on the HRMS.			
3. Payment of Gratuity will be in accordance with the Gratuity Act, 1972.			
4. In case of any amendment in compliance law, the company reserves right to restructure the salary components keeping the CTC intact adhering to compliance			
* Currently paid bi-annually in April and October every year s.t. performance and you being confirmed on rolls of organization.			
In addition to the above:			
The company provides the following benefits for their employees, the premium for which is directly paid by the company:			
a. Mediciam for employees and their eligible dependents (as defined by the company).			
b. Personal Accident Policy for the employees			

Initial

Annexure II

LIST OF DOCUMENTS

You are required to submit the following documents* on the day you join the Company:

1. Experience Certificate :

Relieving letter / Resignation Acceptance Letter from immediate previous employer.

(All the previous organizations mentioned in Employee Application Form).

2. Academic Qualification :

Certificate(s) / Marksheet (s) awarded by University/Institutes for S.S.C., H.S.C., Graduation, Diploma level / Post graduation as applicable.

3. Proof of Age (Any One) :

School Leaving Certificate, S.S.C. Certificate, Birth Certificate, Transfer Certificate

4. Proof of Residence (Any One) :

Driving License, Passport, Ration Card, Ownership Agreement, Bank Statement, Electricity Bill, Telephone Bill, Passport, Leave and License Agreement

5. PAN Card

6. Aadhaar Card (in case of not having Aadhaar Card, please submit Enrolment ID receipt)

7. Photographs 3 passport size photos with white colour background)

1 stamp size photograph for ID Card.

- **Please note that the copies of qualification/ mark sheets and experience certificates should be duly attested or else originals can be produced for verification purpose.**
- **You are requested to note that the processing of the salary will be subject to the submission of the PAN details. In case you do not have a PAN number please initiate the application process for the same immediately and carry the acknowledgement as issued by the Income Tax authorities with you on the day of joining. A copy of this acknowledgement would need to be submitted for our records, in the interim period, till you receive the PAN card.**

Initials