**Mr. Vikul Santosh Rathod**

#At Vasantpur, Po. Shelu Bk,

Tq. Pusad, Dist. Yavatmal, Maharashtra – 445215

**LETTER OF OFFER**

**Private and Confidential**

**24 December 2019**

**Dear Vikul,**

***Congratulations!!!***

We are pleased to offer you as **“CEO”** in **VHaaSh Technologies Private Limited** at **Pune** location. We look for professionals like you who could contribute to the growth of our organization.

Your date of joining is **24 December 2019** (Tuesday), beyond which the offer would stand withdrawn, unless a new date is agreed to, by us in writing.

Your Total Annual Employment Cost to the Company (CTC) would be **INR 12,00,000 PER ANNUM (INR Twelve Lakhs per annum only)**.

The details of your compensation are mentioned in Annexure I.

You are required to produce all the original certificates/testimonials for verification on the date of your joining besides submission of photocopies of the same. The details of certificates/testimonials are mentioned in Annexure II.

The letter of Appointment will be issued to you on the date of your joining.

Kindly sign the duplicate copy of our offer as a token of your acceptance and look forward to your joining.

Looking forward to the pleasure of working with you.

**Best Regards, For VHaaSh Technologies Pvt Ltd.**

**Vikul Rathod**

**Founder – VHaash Technologies Pvt Ltd**

**Annexure I:**

Salary Compensation

**Detailed CTC Breakup for Mr. Vikul Santosh Rathod**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Month** | **Annual** |
| Basic | 40000 | 480000 |
| HRA | 16000 | 192000 |
| Conveyance Allowance | 2400 | 28800 |
| Skills Allowance | 6000 | 72000 |
| LTA | 3200 | 38400 |
| Special Allowance | 6000 | 72000 |
| Medical Allowance | 4000 | 48000 |
| Meal Allowance | 2400 | 28800 |
| Other Allowances | 20000 | 240000 |
| **Gross Salary** | **100000** | **120000** |
| **Cost to Company** | **100000** | **1200000** |

Note:

* Taxation will be governed by the Income Tax rules. VHaaSh will be deducting tax at source as per income tax guidelines
* You will be entitled to a total of 21 days paid leave (includes sick, casual and privilege leaves) and 9 public holidays in a calendar year. All leaves related procedures are governed as per company’s leave policy.
* Your probation period will be 90 days from your date of joining. You shall be confirmed after successful completion of the probation period. During the probation period, if your performance is not as per the company’s expectations, the management may be constrained to extend the probation period. At any time during the probation period, the employment can be terminated by either party after serving a notice period of 1 month
* Upon completion of Probation Period and confirmation as permanent employee, your services can be terminated basis two Months’ Notice by either party.
* Kindly note that it is mandatory to serve the 2 months’ notice period as a confirmed employee and 1 month notice period during probation to get the clearance & exit from the company.
* Your services shall be terminable by either party by giving 60 days’ notice or notice pay in lieu thereof at the discretion of the management.
* In case of non-performance or any other misconduct, notice period does not apply and service can be terminated with immediate effect.
* In case you fail to serve the notice at the time of separation from the organization, then the management has right to take appropriate legal action against you for the same and claim the cost of the proceedings also under Pune jurisdiction.
* The primary work location will be our Development Centre in Pune.
* On the day of joining, you will be required to submit the documents as per “ANNEXURE II”
* VHaaSh Technologies reserved the right to alter the above terms and conditions at its discretion.
* **Functional Competencies**

• Excellent written and verbal communication skills

• Ability to work effectively in a team

• Experience in Agile methodology and Sprints preferable

• Ability to interact with Business Team and understand requirements

• Ability to mentor or lead junior team members

**Best Regards, For VHaaSh Technologies Pvt Ltd.**

**Vikul Rathod**

**Founder – VHaash Technologies Pvt Ltd**

**Annexure II:**

Below documents photocopy mandatory to submit on onboarding day.

|  |  |
| --- | --- |
| **S.No** | **Documents** |
| 1 | Resume |
|  | **Employment Documents – Previous Company** |
| 2 | Offer Letter & Relieving Letter and/or Experience Certificate |
| 3 | Pay slips & Bank Statement (last 6 months) |
|  |  |
|  | **All Employments (If any)** |
| 4 | Offer Letter, Relieving Letter, Experience Letter |
|  |  |
|  | **UG/PG** |
| 5 | All Semester Marksheets & Degree Certificate |
|  |  |
|  | **ID Proof/Address Proof** |
| 6 | PAN CARD, Aadhar Card (E-Aadhar), Passport |
| 7 | EPF Passbook |
| 8 | Passport Size Photograph (5 copies) |