



NETWIN INFOSOLUTIONS PVT. LTD.

67-71, 3rd Floor, Satyam Arcade, 'A' Wing, Ramwadi, Vadgaonsheri,
Pune-Nagar Road, Pune - 411 014. ● Ph. : (020) 26633546 / 26633142
Email : info@netwinindia.biz ● Website : www.netwininfosolutions.com

EMPLOYMENT OFFER

Date: 4th May 2017.

To,

Ms.Archana Tarle,

Nasik

Sub: Offer letter for the post of Software Engineer.

Dear Ms. Archana Tarle,

With reference to the personal interview you had with us on **19th April 2017**, we hereby offer you the post of **Software Engineer** with our Organization. You should join Netwin latest by **18th May 2017 at Nasik by 10.30 am.**

You will be governed by the rules and regulations of the Company. You will get the **Letter of Appointment** after receiving your acceptance of this offer letter and the necessary documents as mentioned in this letter.

You will be paid gross emoluments as detailed in Annexure – A.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

This Offer Letter is subject to the following conditions:

- 1) Netwin should receive your acceptance letter within 2 days of issue of this letter.
- 2) You should submit to Netwin a copy of your Resignation Letter given to your current company, latest by **5th May 2017.**
- 3) You should submit the following documents to Netwin by **5th May 2017.**
- 4) Photocopy of your passing certificates (Including SSC, HSC, B. Sc., BE, PGDCA.)
- 5) Photocopy of Ration Card & Electricity Bill.
- 6) Photocopy of Driving License/PAN Card.
- 7) Photocopy of Appointment Letter (Present Company).
- 8) Photocopy of Resignation Letter & Relieving Letter.
- 9) Photocopy of latest Salary Slip.
- 10) Photocopy of Experience Certificate.
- 11) Six Passport size photographs.



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Documents provided by you will be verified and if there is a discrepancy in the copies of documents or certificates given by you as a proof we retain the right to review our offer of employment.

In case if you fail to comply any of these above, this Offer Letter will automatically canceled. Please send your acceptance through mail.

Thanking you,

For Netwin Infosolutions

Director



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Annexure – A

Salary structures bifurcated as under:

Netwin Infosolutions Pvt. Ltd.					
Offer Details					
	Monthly	Annual		Monthly	Annual
Basic	8000	96000	PF	960	11520
HRA	4800	57600	Bonus		6300
Education	3600	43200	Gratuity		4615
Conveyance	3600	43200	Leave Benefit		14000
Variable	3000	36000	Mediclaime		1000
			Medical Reimbursement		1500
			Agreement Amount (Annualised)		0
Gross Salary		276000	Total Allowances & Perks		38935.4
Total CTC	314935.38				

*Variable salary is based on the monthly PPI (Personal performance index) + CPI (Company performance index)

-Bonus paid only once a year

Total CTC: Rs. 314935.38 /- (Per annum)



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Annexure – B

Standard Conditions of Employment

1. You would follow the Standard Conditions of Employment of the company. The Standard Conditions of Employment will relate to various matters relating to your working with the Company, including hours of work, holidays, leave, code of conduct, confidentiality policy etc.

2. The Standard Conditions of Employment may be changed by the Company from time to time at the sole discretion of the Company and such changed Standard Conditions of Employment shall become applicable to you forthwith, upon issue of notice for the same.

Representations

3. You hereby represent that all the contents of your resume, testimonials, references, previous employment details and other information furnished by you are true and accurate.

4. If any of the above particulars are found to be incorrect or misleading in any way, the Company shall have the right to terminate your employment forthwith, without the requirement of providing you any notice or compensation in lieu thereof.

Whole Time Employment

5. You shall be a full time employee of the Company and will devote your professional energies entirely towards the conduct of your duties under your employment with the Company.

6. During your employment with the Company, you shall not simultaneously engage yourself in any other gainful or commercial activity (other than normally acceptable personal investment activity), business or professional activity, whether part-time or full-time, or directly or indirectly.

Compensation

7. Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with those of others will be of no relevance.

8. Your salary will be reviewed yearly as per the policy of the company. However, the company reserves its right to increase or decrease this period based on your performance. Your increments in the salary are discretionary and will be subject to and on the basis of effective performance and financial goals of the company during the period.

9. Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the Company but will be based on such factors as level of employment, tax efficiency, fairness and management convenience.

10. Your terms of employment and compensation are strictly confidential and you shall not divulge the same to any other employee of the Company except where required by Company policy.



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Assignment, Transfer and Deputation

11. Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

Standing Orders

12. You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.