

HR/OFL/2/16/2023/15

**CONFIDENTIAL**

February 16, 2023

**Mr Aditya More**

Sukhad Apartment, Pramod Nagar, Gangapur Road  
7058067035

**Subject: Offer of Employment**

Dear **Aditya**,

Congratulations, we are pleased to appoint you as **Graduate Engineer Trainee** at Neilsoft. Your work location will be at **SEZ – Plot No. 21/2, Rajiv Gandhi InfoTech Park, Hinjewadi Phase III, Pune-411057, India** office subject to the following:

1. You are required to join the Company from **June 01, 2023**. If you accept this offer and fail to join the Company by the date mentioned above or any other date approved by the Company in writing, this offer shall automatically stand cancelled.
2. This offer is being made in good faith on the basis of the information and documents provided by you during the recruitment process. The Company reserves the right to conduct background checks, directly or indirectly, to verify such information and documents. If any discrepancies are found in such information or documents or if the results of such background check are found to be unsatisfactory, as determined by the Company, in its sole discretion, the Company may withdraw/cancel this offer.
3. Unless otherwise communicated you will undergo a formal Induction to the company, training and project familiarity process for a period of between 4 to 6 months, This could be at any of the Company's locations, and currently envisaged to be at the Company's **Pune** Pride Parmar office.
4. Post completion of the induction and training period above you will be working from our Hinjewadi Office campus.
5. You will initially be based at the Company's **Pune** office unless communicated otherwise prior to your joining.
6. You will be given annual CTC of Rs. **350,000 (Rupees Three Lac Fifty Thousand Only)** Which is inclusive of Fixed and Performance Based Annual Incentive, your compensation will be as described in Annexure A
7. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.
8. You shall keep the contents of this offer and any Annexure hereto confidential.
9. This offer shall automatically stand withdrawn if we do not receive your acceptance within 7 (seven) calendar days from the date hereof.

Please acknowledge your acceptance of our offer by signing and returning the duplicate copy of this letter.

You are requested to report at the following address by **09.30 AM** on the date of joining mentioned above. Please ask for **Gayatri Kulburge** to complete the joining formalities. Please bring along the documents listed in Schedule 1 to Annexure B.

**Address:** Neilsoft, 406, Pride Parmar Galaxy, 8<sup>th</sup> Floor, 10/10 + A Sadhu Vaswani Chowk, Pune 411001

We understand that you may have queries during your joining period. We would encourage you to contact **Akangi Sharma** (on Email ID: [akangi.sharma@neilsoft.com](mailto:akangi.sharma@neilsoft.com) / Tel:- **8975385100**).

We welcome you into the Neilsoft family and look forward to your valued contribution in taking the Company to greater heights. We are sure that our working environment will be conducive to helping you grow professionally as well as personally.

With warm regards,  
For **Neilsoft**,



**Priya Damle**  
Chief Human Resources Officer

I accept the offer and will report for duties  
on \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_


## ANNEXURE A

Worksheet On Emoluments Of	: Aditya More
Date Of Joining	: June 01, 2023
Designation	: Graduate Engineer Trainee
Department / Division	: SES
Location	: Pune
Gender	: M
Gross Salary (p.a.)	: 350,000

Compensation Components	Monthly (Rs.)
<b>A. Basic &amp; Allowances</b>	
Basic	7,292
House Rent Allowance	2,917
City Compensatory Allowance	938
Attire / Uniform Allowance	1,000
Conveyance Allowance	5,000
Other Allowance	9,712
<b>Sub Total A</b>	<b>27,015</b>
<b>B. Other Benefits</b>	
Leave Travel Allowance (Paid Annually)	-
Medical Allowance (Paid Quarterly)	-
Provident Fund (Employer Contribution)	1800
Gratuity (As Per Act)	352
<b>Sub Total B</b>	<b>2152</b>
<b>Total Gross Monthly (A+B)</b>	<b>29,167</b>

	
Chief Human Resources Officer	Signature of the Associate

**Note:**

- The above compensation structure may be changed by the Company, at its sole discretion, from time to time.

## ANNEXURE B

### TERMS AND CONDITIONS

1. You are expected to work from our offices at Hinjewadi above. For business reasons, you may be transferred or seconded or deputed to any of the Company's other offices, subsidiaries or affiliates in India or abroad. The Company may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.
2. You will be on probation for the initial 12 months (inclusive of the period mentioned at para 3 of the offer letter above) after your date of joining. Your services shall be confirmed after successful completion of the training period and your performance evaluation.
3. You may be required to work in shift system as per requirements of your job position.
4. Your appointment is subject to your being declared medically fit by a registered practitioner / hospital nominated by us.
5. The working day shall comprise of nine working hours and a lunch break for half an hour, normal working hours is between 9:00am to 6:00pm from Monday through Friday.
6. You will use your best efforts in the performance of employment duties assigned to you from time to time and shall, at all times, act in good faith and in the best interests of the Company. While in the service of the Company you shall not, without the express written permission of your reporting manager and HR, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment, whether part time or full time.
7. You may be required to travel in connection with the Company's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection and other allowances according to the Company's then prevailing policy pertaining to such travel.
8. You shall be bound by all the policies, rules, regulations and procedures currently prevailing or that may be established by the Company in future, and any modifications thereof or additions thereto, as may be declared by the Company from time to time. In the event of any conflict between the terms of your offer letter (including any Annexure thereto and any policy, rules, regulations or procedures of the Company, the terms of the latter shall prevail.
9. **Termination by the Company** – Your services may be terminated by the Company without notice for any of the following :
  - a) Your breach of any of these terms or any other agreement signed by you with the Company, or
  - b) Your breach of the Company code of conduct, policies, rules, regulations and procedures, or
  - c) The Company's background check reveals discrepancies in the information or documents provided by you to the Company during the recruitment process, or
  - d) The Company finds your performance unsatisfactory during any period of training or in the discharge of duties assigned to you, or
  - e) Any act or omission by you that may have the effect of injuring the reputation or business of the Company or causing loss to the Company, or
  - f) Your failure to comply with the instructions specified in Schedule 1 hereto, or
  - g) Your Unauthorized absence from work; or
  - h) Your insubordination; or
  - i) Your misconduct

**Termination by Employee** – You will have to serve a notice period of 90 days should you wish to resign from the services of the Company .

**Joining Expenses** - If an associate leaves the company before completing one year of service, any joining related expenses incurred by the company (for relocation, initial accommodation, etc.) shall need to be repaid to the company.

10. You are expected to serve the full notice period in order to complete the transition of your duties to an employee identified by the Company. Failure to provide such notice or to serve the entire notice period shall make you liable to pay the Company liquidated damages equivalent to the gross salary for the shortfall in such notice period.
11. Without prejudice to the other rights that the Company may have under these terms, the Company may, in its sole discretion, suspend payment of the whole or part of your salary in the event of your failing to comply with the instructions specified in Schedule 1 hereto.
12. You will be required to sign a Confidentiality and IPR Agreement effective from the date of joining to protect the Company's and its clients' rights in the information and materials developed by you or disclosed to you during the course of your employment.
13. Any tax liability arising out of your salary / allowances / benefits shall be borne by you. The Company may deduct such tax liability or any amounts owed by you to the Company from your salary or from any other amounts payable by the Company to you.
14. If you have to undergo any specialized training arranged by the Company, you shall execute a training agreement, if the Company so requires.
15. Without prejudice to other rights available to the Company under these terms or any other agreement executed by you, you will reimburse the Company for all losses, damages, claims or demands (including the costs, expenses and reasonable attorney's fees on account thereof) arising out of your breach of any of these terms or any other agreement executed by you with the Company or arising out of your gross negligence or refusal to perform your duties. You shall also reimburse the Company, any amounts paid to you that are not part of the compensation described in Annexure A or the Company's standard benefits published on the Company's intranet, if you resign from the Company or your services are terminated by the Company for Cause within 12 months from the date of your joining.
16. The validity, construction, interpretation and performance of these terms shall be governed by Indian Laws. Any dispute arising out of these terms shall be subject to the exclusive jurisdiction of courts in Pune, India.

### **Schedule 1 to Annexure B**

It is mandatory that you submit the following documents on the date of joining; In case you do not submit any of documents mentioned in a), b), c), d) and e) then your salary will be put on hold from next month & will be disbursed after providing of all the documents.

- a) Photocopies of all educational certificates (from SSC onwards) and mark sheets (including all semesters).
- b) Photocopies of service certificates from all the previous employers
- c) Photocopy of Last pay slip / salary certificate
- d) Tax Calculation Sheet / Form 16 from previous employers of current Financial Year.
- e) Photo copy of PAN Card or if applied for PAN card, the Temporary PAN number i.e. PAN application number.
- f) UAN (Universal Account Number) from previous employer (Applicable, If associate was member of PF)

Please bring the originals of the documents specified under a), b), c), d) and e) above, for verification.

You are also requested to carry the following with you on the date of joining:

- a) Four passport size color photographs with white background.
- b) A photocopy of the information pages of your passport
- c) A photo copy of address proof (Permanent & Temporary)

Date: February 16, 2023

To,

**Express clinic**  
**Ground Floor, B1 Building,**  
**Cerebrum IT Park, Behind Marigold Society,**  
**Kalyani Nagar, Pune 411014**  
**Phone : 020 - 41302272/ 73**

**Subject: Pre-employment Medical Checkup**

Dear Sir / Madam,

As per our arrangement with you, we are sending **Mr Aditya More** for medical checkup. Kindly conduct the following Medical Checkups and arrange to send the reports to us.

- CBC
- Blood Group
- Cholesterol
- Glycosylated Hemoglobin (HbA1c)
- X ray chest PA
- Physical Examination
- Vision Test-Near, Far & color
- Health report

Kindly collect your charges of Rs. 800/- ( Rupees Eight Hundred Only) directly from the individual.

Thanking you,  
Yours truly,

**For Neilsoft,**



**Priya Damle**  
**Chief Human Resources Officer**

**Please note:**

Timing: From Monday to Saturday between - 8.00 am to 7.30 pm, Sunday Closed. 12 Hours fasting is compulsory before checkup.

### **Other Centers :**

Chinchwad : Shop no 18/19/20, L3 Building, Empire Estate, Chinchwad, Phone : 020 –46770239

Magarpatta : S-10, 2nd Floor, Destination center, Magarpatta, Hadapsar, Pune – 411013

Pimple Saudagar : Shop No-205, 2nd Floor, Rainbow Plaza, Near Shivar Garden Chowk, Pimple Saudagar, Pune – 411057 Phone : 020 – 46781915

Kalyani Nagar : Ground Floor, B1 building, Cerebrum IT Part, Kalyani Nagar, Pune : 411014

Viman Nagar : Row house no - 2, Plot no - 88, Wing - F, Nitron Landmark, Viman nagar, Pune - 411014

Kothrud : Jehangir Sepciality Hospital – Kothrud , 46/2B/2, Paud Road, Kothrud Pune 411038  
Tel : 020-25431758, 25431362 Mob : 9766871614