



Date: 29<sup>th</sup> October, 2021

To,  
**Ms.Shreeya Deshmukh,**  
Gilani Nagar Postal office,  
Yavatmal, Maharashtra

**Letter of Appointment**

Dear **Ms.Shreeya Deshmukh,**

With reference to the interview you had with us, we are pleased to appoint you in our organization on the following terms and conditions:

Designation	Software Engineer
Initial place of posting	Mumbai
Total Annual CTC (Cost To Company)	Rs.2,16,000/- (Rupees Two Lacs Sixteen Thousand Only)

**Confirmation / Notice Period / Promotions / Increments**

We are pleased to offer you the position of “Software Engineer” with our company.

Your appointment as Software Engineer will commence from **29<sup>th</sup> October, 2021.**

Your signing this offer letter confirms your acceptance of the terms and conditions and that you would be joining IBIS Systems and Solutions Private Limited on the date mention above.

**Terms for service**

1. You will be working for a minimum period of 2 Years from the date of Joining.
2. You will be required to serve 3 Months notice in writing prior to terminating your services with the company.
3. In case of any leaves taken during notice period, your notice period will be extended by additional equivalent days.

If you are leaving the employment without fulfilling the above 3 clauses then company will not bind to serve any relieving documents & dues and also not bind to give any information to any other company who required verification information from IBIS

Your Promotions increments in the compensation etc. will be made on the basis of your performance, which will be decided by the company at its discretion.



### **Duties & Responsibilities**

You will abide by rules and regulations of the company as may be in force from time to time and shall perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.

You will work with a high standard of initiative, efficiency and economy. Your performance shall be subject to periodic appraisal by those in authority over you.

You will not, without any previous written permission, carry on any business or enter, for any part of your time, in any capacity, the services of, or be employed by, any other firm, company or person. You will devote your whole time and attention to your duties to promote the interests of the organization.

You will be considered to be in the services of the company on a 'round-the clock' basis and expected to attend to your duties as assigned to you by those in authority above you. You will also need to be flexible with respect to your work timings as per the needs of the company.

### **Other Terms & Conditions**

You are liable to be transferred by the company to any of its departments / offices / locations / sister concerns wherever the company requires you or may acquire any interest and you will abide by the working conditions of the department, office or establishment concerned.

During the period of employment, you will not make use of any information confidential in nature or divulge them to any person or persons, without prior consent in writing from the company, except in the proper course of duties or under legal process. On cessation of employment, you should not make use of or divulge such secret or confidential information to any person or persons. All inventions, improvements and discoveries made by you either alone or with any persons; will be the sole property of the company.

You confirm that you have fully disclosed all your business interests – whether or not they are similar to or in conflict with the businesses or activities of the company and all circumstances in respect of which there is, or there might be perceived, a conflict of interest between the company and you or any such interests that might arise during your tenure of employment.

You will be responsible for the safe keeping and return in good condition and order of all property that may be in your use, custody, care or charge including documents, files, books papers, memos, diskettes etc. For the loss of any property of the company in your possession, the company will have the right to assess on its own basis and recover the damages of all such things from you / you dues and take any other action as it may deem proper in the event of your failure to satisfactorily account for such property.



---

### **Termination of Service**

You will have to strictly follow the leave policies framed by the company. Any changes made will be communicated to you.

If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned / terminated your employment without giving any notice unless you return to work within seven days of the commencement of such absence, and give an explanation in writing to the satisfaction of the company regarding such absence.

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, accessing unauthorized information, invasion of privacy, corruption, fraud, any act of indiscipline or inefficiency as compared to other employees or continuous lower performance compared to other employees of your category. While the company will have no liability for any such action on your part, the company reserves the right to initiate proceedings against you in cases where the interests of the company are concerned.

It must be specially understood that his appointment is made based on your proficiency in Technical/Professional skills you have declared to possess as per the application, and on the ability to handle any assignment independently anywhere in India or overseas. In case, at a later date, any of your statements/ particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

You will automatically retire from the services of the company after attaining the age of 58 years. This may be subject to change at the discretion of the management. Retention of your services beyond the superannuation age shall entirely be at the discretion of the company.

### **Pay and Allowances**

Your **Salary is strictly confidential matter between you and the company**. It is necessary for every employee to maintain its confidentiality and do not discuss it with any of the employees other than the HR manager. If you feel there is an error in your pay, or if there is anything about your pay which you do not understand please communicate this to the HR department.

Income Tax and other statutory deductions will be as per the rules and regulations of the Income Tax Act and other Acts.



## **IBIS SYSTEMS AND SOLUTIONS PVT LTD**

Office No.305, Corporate Annex,  
Sonawala Road, Goregaon-East,  
Mumbai-400 063. Tel. no.: 022-26868227  
www.ibissystems.co.in  
CIN: U72900MH2008PTC177518

### **Verification of Particulars & Medical fitness**

Your appointment is subject to reference check, the veracity of your credentials, any incorrect / concealed information about your candidature given by you in your application / curriculum vitae, at the time of your interview or any time later would result in the immediate termination of your services without any notice thereof.

You hereby declare that there is no court case or criminal offence pending against you.

You hereby confirm that you do not suffer from any communicable / contagious disease and do not suffer from any debility or ailment that may not allow you to perform your duties efficiently or put others in the organization at risk.

The terms of this letter of appointment are strictly confidential and should not be revealed by you to anyone.

Any dispute between the Employee and Employer in respect of service conditions or whatsoever shall be subject to the jurisdiction of the Regional Court of India.

This Letter of Appointment made in duplicate. Please sign and return the duplicate copy of this letter as a token of your acceptance.

Yours sincerely

For –**IBIS SYSTEMS & SOLUTIONS PVT LTD**

**Authorised Signatory**

**Accepted**  
**Ms.Shreeya Deshmukh**

**IBIS SYSTEMS AND SOLUTIONS PVT LTD**

Office No.305, Corporate Annex,  
Sonawala Road, Goregaon-East,  
Mumbai-400 063. Tel. no.: 022-26868227  
www.ibissystems.co.in  
CIN: U72900MH2008PTC177518

**ANNEXURE**

<b>Earnings</b>	<b>For the Month</b>	<b>Deductions</b>	<b>For the Month</b>
Basic	5400	Professional Tax	200
HRA	3600	PF Contribution	1296
Conveyance	1800	ESIC Contribution	135
Medical	1250	TDS	0
Incentive	2700	Loan	0
Variable Allowances	3250		
<b>Gross Salary</b>	<b>18000</b>	<b>Total Deductions</b>	<b>1631</b>
		<b>Net Salary</b>	<b>16369</b>