

## Offer Letter

**Ref. No: IBS/PUN/HR/OFFER/21/03**  
**16<sup>th</sup> June 2021**

**Rutvik Bhojane**  
Manorath,  
Maruti Plaza, Lohgoan,  
Pune-4111047

**Dear Rutvik,**

We are pleased to invite you to join INFOBENCH family as one of its valuable asset. We at Infobench believe in exceeding client expectations and delivering innovative business solutions that enhances their competitive advantage and sets them apart. In our journey to win, we are happy that you are one of the valuable members joining us in creating a truly global corporation.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Engineer Trainee (GET)** in Grade II. Your gross salary including all benefits will be **Rs.1,59,060/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer by signing 'Employee Acceptance'. If not accepted within 7 days, this offer is liable to lapse at the discretion of Infobench.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

## **Term & Conditions**

### **1. Working Hours:**

You may be required to work in shifts and/or in extended working hours as permitted by law. You may be required to work beyond your existing working hour's depending upon the business requirements/exigencies from time to time.

### **2. Mobility:**

Infobench reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

### **3. Compensation Structure/ Salary components:**

The compensation structure/salary components are subject to change as per the Infobench compensation policy from time to time at its sole discretion.

### **4. Increments and Promotions:**

Your performance and contribution to the Infobench will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Infobench Compensation and Promotion policy.

### **5. Alternative Occupation / Employment:**

Either during the period of your traineeship or during the period of your employment as a confirmed employee of Infobench, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, Without the prior written permission of Infobench.

### **6. Confidentiality Agreement:**

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of Infobench and its clients.

### **7. Service Agreement:**

As Infobench will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve Infobench for a minimum period of 1 years after joining, failing which, you (and your surety) will be liable to pay Infobench Rs.50,000/-towards the training expenditure.

**8. Notice Period:**

During your tenure with Infobench, either you or Infobench can terminate the appointment by giving 30 calendar days written notice or 1 month's basic salary in lieu of the notice.

**9. Background Check:**

Your association with Infobench will be subject to a background check in line with Infobench background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

**10. Rules and Regulations of the Company:**

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of Infobench as applicable to you and the changes therein from time to time.

**11. Confidentiality:**

You shall not divulge any confidential information, secret or valuable information, which is likely to damage the interest of the company while on service or thereafter.

**12. The Software Copyright Act:**

We are serious about enforcement of the copyright act. Unauthorised use of software or copying of software document, manuals etc. is an infringement of this act and is a disciplinary offence

Yours Faithfully  
For Infobench Solutions LLP



Authorised Signatory



Employee Acceptance

**Annexure I**

**Gross Salary Sheet**

Name	Rutvik Bhojane
Designation	Graduate Engineer Trainee (GET)

**CTC Details**

<b>Name : Rutvik Bhojane</b>		
	<b>Total CTC</b>	<b>₹ 1,76,636.13</b>
A	Annual Salary	₹ 1,59,060.00
	Monthly Salary	₹ 13,255.00

<b>B) Monthly Salary Breakup</b>		
1	Gross Salary	₹ 13,255.00
2	Basic	₹ 7,953.00
3	HRA	₹ 3,976.50
4	Uniform and Washing Allowance	₹ 1,325.50
	Deductions	₹ 1,253.77
	Professional Tax	₹ 200.00
	Provident Fund	₹ 954.36
	ESIC	₹ 99.41
	Net Salary in Hand	₹ 12,001.23

<b>C</b>	<b>Statutory Payments by Employer (Monthly figures)</b>	<b>₹ 1,464.68</b>
	Provident Fund (Employer)	₹ 1,033.89
	ESIC Employer Share	₹ 430.79
	Insurance	₹ 0.00

<b>D</b>	<b>CTC Figures</b>	
	Monthly CTC	₹ 14,719.68
	Annual CTC	₹ 1,76,636.13

PF, ESIC and Professional Tax will be deducted at each month.  
Based on company policy, TDS, as applicable, will be deducted at source.  
There is no variable pay included in this offer.