



CIN: U72200RJ2009PTC028316

InTimeTec Visionsoft Pvt. Ltd.

Registered Office : Plot No. 1 / 2, Kanakpura Industrial Area, Kanakpura, Sirsi Road, Jaipur-302034
Branch Office : Site No. 271, Sri Ganesha Complex, Hosur Main Road, Madiwala, BTM 1st Stage, Bangalore- 560068
E-mail : info@intimetec.com, Website : www.intimetec.com, Office No. : 77378 53360

Salary Break-up Letter after Internship Confirmation

Dear **Aditya Sharma**

Your monthly salary details & total cost to the company are as follows:

Proposed Breakup	
Particulars	Monthly
Total Annual CTC	550000
Total Monthly CTC (A)	45,833
Employee Benefits (Deductible) (B)	4,252
Health Insurance	1,350
Provident Fund (Employer Part)	1,800
Gratuity	1,102
Gross Salary (C) = (A) - (B)	41,581
Basic Salary	22,917
House Rent Allowance	11,458
Leave Travel Allowance	2,500
Telephone & Internet Allowance	1,500
Other Allowance	3,206
Statutory Deductions (D)	1,800
Provident Fund (Employee Part)	1,800
Professional Tax	0
Net Salary (E) = (C) - (D)	39,781

Kindly Note:

The company is responsible for deducting taxes, PF & any other liability that is binding by the law. The salary paid to you will be calculated by deducting any such payments from your gross salary.

Best Wishes,

In Time Tec Visionsoft (p) Ltd.
Pooja Maheswary
7008842513

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CIN: U72200RJ2006PTC018116



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Date: - 26-Sep-2023

Employment Offer Letter

Name: - Garima Parmar
E-mail: - garimaparmar999@gmail.com
Mobile- 9521321891

Dear **Garima Parmar**,

This is regarding your application for employment with **InTimeTec Visionsoft Pvt. Ltd.** We are pleased to offer you an internship followed by employment, with **InTime Tec Visionsoft Pvt. Ltd** at our **Jaipur** office located at **Plot no. 1 / 2, Kanakpura Industrial Area, Kanakpura, Sirsi Road, Jaipur-302034.**

Your proposed designation is **Trainee** during the internship period up to 6 months. After successful completion of your internship and based on your performance during the internship, your designation will change to **Jr. Software Engineer** with an annual salary of **Rs. 5.50 Lakhs.**

During your internship period, you will be entitled to a stipend of Rs. 15,000/- per month.

Joining Date for Training

You are required to report on duty at our office on **09-Jan-2024**

Internship Period & Confirmation

Upon your satisfactory completion of the internship period, you shall be a confirmed employee of the company. The company reserves the right to either extend the internship period or terminate your employment if your performance fails to meet the expectations set by the company.

If you, for any reason, leave the Company during the internship period or within two months of confirmation as an employee, then, you shall forthwith to indemnify the company a sum total of the amount you have received as stipend or as salary (Cost to Company) starting from the period you have joined the company.

A 'certificate of Internship' will only be issued if an individual "successfully completes" 6 months of internship as a Trainee.



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Appraisal

Performance reviews and annual appraisals are done in the month of April and increments are therefore granted on merit according to the company policy.

Place of Work and Mobility

You shall be based in **Jaipur** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India. You will be governed automatically by the rules and regulations, and terms and conditions, applicable to the new assignment.

Non-Disclosure and Intellectual Property Rights

As a condition of your employment, you will be required to sign the company's standard form of Confidential Information and Assignment of Inventions Agreement at the time of your joining. The company retains the ownership of intellectual property rights related to copyrights concerning works undertaken during the employment of the company. You are also not allowed to carry portable storage devices in and outside of the company premises.

Notice Period and Termination

Either the company or you may at any time terminate this agreement by giving in writing to the other party 60 days' notice or in lieu thereof a sum equal to the amount or pro-rated amount of CTC which would have accrued to you during the period or remaining period of notice, though the buyout of the notice period will be entertained only subject to management approval. This clause will be applicable only after the successful completion of probation.

The company would terminate the employee with immediate effect if caught engaged in dishonest or suspicious behavior, or misconduct of theft of company products.



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CREATING ABUNDANCE

InTimeTec Visionsoft Pvt. Ltd.

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Annual Leave

From the day of joining, you shall be entitled to annual leave accordingly to company rules. During the internship period, you are only allowed to take leaves for your examination. The company's holiday year runs from the first day of January to the last day of December.

The company declares holidays based on the location of work. The annual leave entitlement for the calendar year is 18 for all confirmed employees. Employees with less than 1 year of service receive a proportional amount of annual leave entitled. Further details would be given to you at the time of your joining the organization.

Rules and Regulations

Your job will be subject to the policies, rules, and regulations of the company as promulgated and modified from time to time in relation to your conduct, employment, and all other factors.

In addition to the above, all internal policies, rules, and regulations as may be in the operations at the time of your acceptance of the appointment with the company may be amended or altered, with or without notice, from time to time at the discretion of the company and will be applicable to you.

Acceptance

Please sign this letter indicating your acceptance to the offer of employment and send it to us at the earliest. If we do not hear from you within 7 days from the date of release of this letter, we shall assume that you do not wish to accept the company's offer of employment and our offer expires. We look forward to having you in the **In Time Tec Visionsoft** family.

Regards,
Pooja Maheswary
7008842513
Assistant Manager - HR
InTimeTec Visionsoft Pvt.Ltd.

I hereby agree to and accept the terms of the employment offer and shall report for duty on the

Signature

Name:

Date:

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