



IN TIME TEC

Visionsoft Pvt. Ltd.

401-403, Amrapali Plaza, Amrapali Circle, Vaishali Nagar, Jaipur -302021. Ph :- 0141-4027370
Third Floor, Site No.271, Sri Ganesha Complex, Hosur Main Road, BTM 1st Stage, Bangalore-
560068. Ph:-08065473795

Date: 31st Jan'18

Employment Offer Letter

Garima Arora

E-mail: garima13096@gmail.com

Contact No: +91- 9587850043

Dear Garima,

This is a response to your application for employment with **InTimeTec Visionsoft Pvt. Ltd.** We are pleased to offer you an employment with **InTimeTec Visionsoft Pvt. Ltd** as **Jr. Software Engineer**. We will confirm you the Job location two weeks before your Joining Date.

Joining date and salary

You are required to report to duty at our office on 2nd July'2018. Your gross annual cost to company on joining **InTimeTec Visionsoft Pvt. Ltd** is Rs.3.50 Lacs (**Rs. Twenty nine thousand one hundred and sixty seven per month only**)

Probation period &Confirmation

You shall serve a probationary period of six months from the date of joining. Upon your satisfactory completion of the probation period, you shall be confirmed in the permanent establishment of the company. The company reserves the right to either extend the probationary period or terminate your employment in the event that your performance is not up to expectations.

Bonus Plan

You will be eligible for the bonus plan from the day of your joining depending on your performance according to the company policy.

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. You will be eligible for the first appraisal in the month of April on pro rata basis in case duration of service is less than one year.



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Place of work and mobility

You 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 employee non-disclosure and intellectual property assignment agreement at the time of your joining. The company retains ownership of intellectual property rights relating to copyrights concerning works undertaken while in the employment of the company. You are also not allowed to carry portable storage device in and outside of the company premises.

Termination and Notice period

Either the company or you may at any time terminate this agreement by giving in writing to the other party two months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice though the buyout of notice period will be entertained only subject to management approval. This clause will be applicable only after successful completion of probation. During probation period of the six months, prior notice of 15 days is required.

Annual Leave

From the day of joining, you shall be entitled to annual leave accordingly to company rules. The company's holiday year runs from the first day of January to the last day of December.

The number of annual leave is determined by the number of declared holidays for that business area. The total number of holidays taking into account declared national holidays and annual leave entitlement for the calendar year is 18 (Excluding all national holidays) for all employees. Employees with less than 1 years' service receive a proportional amount of annual leave entitlement. Further details would be given to you at the time of your joining the organization.



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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 matters. In addition to the above, all other policies, rules and regulations as may be in operations at the time of your accepting the appointment with the company as may be amended or altered from time to time at the discretion of the company will apply to you.

Acceptance

Please sign the duplicate copy of this letter indicating your acceptance to the offer of employment and send it to us as early as possible. If we do not hear from you within 10 days from the date of this letter, we shall assume that you do not take up the company's offer of an employment and our offer expires. We look forward to having you in the **InTimeTec Visionsoft** family.

Regards,

Kritika Gupta

HR Generalist

InTimeTec Visionsoft Pvt.Ltd.

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

Signature

(Name).....

Date:.....



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Salary Break-up Letter

Dear Garima,

Your monthly salary detail & total cost to company is as follows:

| Components | Monthly Rs. |
|--------------------------------|-------------|
| Basic Salary | 14584 |
| House Rent Allowance | 7292 |
| Transport Allowance | 1600 |
| Academic Research Allowance | 1000 |
| Telephone & Internet Allowance | 1500 |
| Other Allowance | 740 |
| Gross Salary | 26716 |
| Provident Fund (Employer Part) | 1750 |
| Gratuity | 701 |
| Total cost to company | 29167 |

Kindly note:

The company is responsible for deducting taxes, PF& any other govt. 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,

For InTimeTec Visionsoft (p) Ltd.

Kritika Gupta
HR Generalist