



Prarthana Associates Pvt. Ltd.  
89, Dorenagar Near Sevashram Overbridge  
Udaipur (Raj.) 313001, India

!! 92527-99492 !! 92516-50762 !!  
[www.prarthanaassociates.in](http://www.prarthanaassociates.in)  
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12-May-2018

Ms. Roshni Jain  
Udaipur

Dear Roshni

### **Offer of Employment**

I am pleased to offer you the position of **Android Developer** at **Udaipur Location** starting on **14-May-2018**. I propose that the terms of employment will be those in the attached draft individual employment agreement.

Your employment agreement will be as follows:

**Post:** Android Developer

**Department:** Development

**Location:** Udaipur

**Leaves and Holidays:** During your employment and probation you will avail

- 12 Casual Leaves which will be awarded as 3 leaves/quarter.
- 3 optional leaves from which 2 leaves you can avail on optional holidays and 1 leave on your birthday.

**Office Timings:** your office timing will be 9.30 AM to 6.00 PM on weekdays and Sunday will be your weekly off. A emergency gate pass will be available to you in a month with a window of 2 hrs. 5 Minutes late arrival will be allowed after that 3 late arrival will be penalized with a half day salary.

**CTC Policy:** you CTC will be as followed

- Annual Package: INR 144000/-
- Annual Bonus: INR 14400/- (Paid only on the completion of 1 Year)
- Total CTC: INR 158400/-

**Notice Period:** Both ends have to serve a notice period of 1 month. If you are failing in that then company strictly will not pay any amount of served days.

**Full And Finals:** After leaving the job full and final computation of candidate will be done after 3 months of relieving date and last month salary of the candidate will be credited with the full and final computation.

**Reporting Authority:** You will be directly reporting to Mr. Sumit Sanadhya (Team Lead) and he will be look forward to all you activities.



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Please note that you are entitled to discuss this offer and to seek advice on the attached proposed agreement with your family, a union, a lawyer, or someone else you trust. If you want some information on your employment rights, you can also contact us on +91-7230004111.

Also, if you disagree with, or do not understand or wish to clarify anything in this offer, please mail me to discuss any issue you wish to rise.

If you are happy with the proposed terms and wish to accept this offer of employment, please sign the duplicate copy of this letter and submit/courier/email it to us by **13-05-2018, 5.00 PM, but make sure this is prior to the commencement date inserted above**. Along with the In the event I have not heard from you by that date, this offer will be automatically withdrawn on that date. I look forward to working with you.

Also you need to submit following documents at the time of joining

1. Adhar Card
2. Pan Card
3. Last Course Certificate
4. Last Experience Certificate (if applicable)
5. 2 Photographs
6. Copy of Driving License
7. Following Medical Test
  - i. BMI
  - ii. CBC
  - iii. Blood Sugar (Fasting)
  - iv. HBA1C (If Diabetic)
  - v. Urine Routine & Microscopy
  - vi. Blood Group
  - vii. X-Ray Chest
  - viii. ECG
  - ix. SGPT
  - x. Cholesterol
  - xi. HBsAg
  - xii. Creatinine
  - xiii. Physician Consultation

Yours sincerely

**Ankit Sanadhya**  
(Co-Founder)

**Prarthana Associates Pvt Ltd**

Reg Add: 89, Dore Nagar, Udaipur  
Office Add: 2-A-12, Gupteshwar Nagar, Sec-7, Udaipur



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I, **Roshni Jain**, confirm that I have read the terms of employment set out in this letter and in the attached individual employment agreement, that I fully understand them and their implications and that I now accept the offer of employment.

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**(Roshni Jain)**

Date: