

Dear Pooja,

Pune, Maharashtra

We are pleased to offer you the [full-time.] position of **Consultant- ServiceNow** at Vadini Infocenter.io Pvt Ltd. (VIPL) with a start date of **November 22, 2021**. We believe your skills and experience are an excellent match for our company.

Remuneration: Your salary is **INR 4,00,000/-** per annum (subject to deduction of applicable taxes). The annual compensation and benefits applicable to you is attached as annexure 1, you may please go through it carefully.

Date of joining: This Job offer will be valid upon your joining us on or before **November 22, 2021** or any other date mutually agreed in written format.

Probation: Probation period is **six months** from the date of joining us. On successful completion of your probation, you will be confirmed as a permanent employee of Infocenter. You will be confirmed in the services of the company if your performance and behaviour is found to be satisfactory and suitable for confirmed employment of the company during the probation period. The decision of the company in this regard shall be final.

Benefits: Employees are eligible for medical and accidental insurance. Details shall be shared post joining our services. Employees are eligible to have 10 days national holidays, which shall be notified by the company from time to time. VIPL reserves the right to change the policies which will be informed to all the employees from time to time.

Location: You shall be based at Pune and shall be governed by the policies and regulations of the company as communicated from time to time.

Work Pattern: This offer is only for work from office only. Due to the pandemic, we have offered work from home to all the employees. As and when the Covid-19 situation gets better, management may ask employees to resume work from office in batches.

Leaves: You will be applicable for leaves once you will be confirmed as a permanent employee of VIPL.

Certifications: It is VIPL's policy to reimburse employees for any type of training and certification expenses when directly related to the transaction of its business or if management asks employees to do a specific training or certification. Expense Reimbursement Policy is applicable to all active full-time employees. Employees should submit an expense sheet, payment details and certificate with prior approval of the respective manager or head of the department. Reimbursement will be on the basis of actual and reasonable cost of the certificate and amount will be reimbursed in the salary of the following month.

Termination: During the probation period either party will be entitled to terminate this contract by giving notice of 30 days or payment of salary wages in lieu thereof. After successful completion of probation period, your employment with Vadini Infocenter.io Pvt Ltd will be on an at-will basis, which means either party, you and the company are free to terminate the full-time employment relationship at any time for any reason by giving three months' notice in writing.

Any violation of code of conduct / acts that are a criminal offense or involve moral turpitude would invite appropriate disciplinary action including immediate termination of employment, and the person will be not eligible to get any kind of remuneration or eligible for F&F settlement.

Upon termination by either party, you will immediately hand over to the Company all property belonging to the Company and / or relating to its business, including but not limited to any Laptop, Mobile Instrument including SIM Card.

General Service Conditions: As part of your employment, you are expected to comply with standards of business behaviour conforming to the code of conduct guidelines contained in various policies / procedures / rules and regulations. You are expected and required to familiarize yourself with these various Guidelines / Policies / Procedures / Rules or Regulations available with the Human Resource Department, and specifically note the following:

You will wholly and exclusively in the time employment of the Company and are not permitted to carry on any other business, profession or employment. You will have to obtain prior written permission from the HR Head before undertaking any teaching, training or writing assignment and ensure that views expressed by you in the media / publications, if any, are strictly your personal views.

Any violation of code of conduct / acts that are a criminal offense or involve moral turpitude would invite appropriate disciplinary action including termination of employment.

In addition to your usual duties, you may be required to perform any work assigned to you by the Company / any officer of the Company where you may be posted for the time being.

You will be covered by leave, holidays and working hour policies as applicable to employees at all locations and as set in the Company policies.

In the event you voluntarily terminate the contract of service or this appointment as the case may be within a period of One year from the joining date the company shall recover all that expresses incurred by the company towards your joining which shall include but not be limited to the relocation expenses (charges for the transportation / packing / unpacking / loading / unloading charges) for self-spouse and children or any other amount paid to you in order to facilitate you joining us.

Background verification: The Company may, at its discretion conduct background checks prior to or after your expected joining. You expressly consent to the Company conducting such background checks. In this connection, you are required to submit the documents listed by the HR team on joining.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

Detailed appointment letter policies will be shared once joined physically in the office. Company policies will be shared at the time of induction.

Looking forward to seeing you onboard on November 22, 2021.

Thank you.

Annexure 1

Employee Name:	Pooja Kamble			
Designation:	Consultant- ServiceNow			
Annual CTC	400000			
Particular			Monthly	Yearly
Basic + DA+ Retaining bonus	50%	of Total	16667	200000
HRA	50%	of Basic	8333	100000
Statutory Bonus	20%	of Basic	3333	40000
LTA	24	Months	694	8333
Special Pay			2506	30067
Gross			31533	378400
Employer PF Contribution			1800	21600
Cost To Company			33333	400000
Deductions:				
Employee PF		of Basic	1800	21600
Employer PF		of Basic	1800	21600
PT	2500		200	2500
Total Deduction			3800	45700
Net Salary in Hand without Income tax			29,533	354300
*** PF, PT and Income Tax will be deducted from salary as per Government rules and regulations.				