

Pallavi Nivalkar  
Pune, Maharashtra

Dear Pallavi,

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 **01 March 2021**. We believe your skills and experience are an excellent match for our company.

A detailed appointment letter will be issued to you on your joining and completion of procedural formalities.

1. **Remuneration:** Your salary is **INR 03,60,000/-** 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.
2. **Date of joining:** This Job offer will be valid upon your joining us on before Date **01 March, 2021** or any other date mutually agreed in written format.
3. **Probation:** You will be on probation for a period of **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.
4. **Benefits:** 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.
5. **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.
6. **Leaves and holidays:** You will be applicable for leaves once you will be confirmed as a permanent employee of VIPL.
7. **Termination:** During the probation period either party will be entitled to terminate this contract by giving notice of 7 days or payment of salary wages in lieu thereof. 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.

**8. General Service Conditions:** As part of your employment, you are expected to comply with standards of business behavior 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:

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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 in facilitate you joining us.

**9. 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 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.

**Please confirm your acceptance of this offer by signing and returning this letter by email (with attachment enclosed) or by signing on a printout of this letter and handing the same to the HR Department.**


We are excited to welcome you in our team! If you have any questions, please feel free to reach out at any time.

Thanking you,

Yours faithfully,

**For Vadini InfoCenter.io Pvt. Ltd.**

S.S. Joshi



**Sameer Joshi**  
**Sr. Manager – Human Resource**

I \_\_\_\_\_ accept the above terms and conditions and return herewith the duplicate copy in token of my acceptance.

Signature: \_\_\_\_\_

Printed Name: **Pallavi Nivalkar**

Date: \_\_\_\_\_

**Annexure 1**

Employee Name:	<b>Pallavi Nivalkar</b>			
Designation:	<b>Consultant- ServiceNow</b>			
Annual CTC	<b>360000</b>			
Particular			Monthly	Yearly
Basic + DA+ Retaining bonus	50%	of Total	15000	180000
HRA	50%	of Basic	7500	90000
Statutory Bonus	20%	of Basic	3000	36000
LTA	24	Months	625	7500
Special Pay			2075	24900
<b>Gross</b>			<b>28200</b>	<b>338400</b>
Employer PF Contribution			1800	21600
<b>Cost To Company</b>			<b>30000</b>	<b>360000</b>
<b>Deductions:</b>				
Employee PF		of Basic	1800	21600
Employer PF		of Basic	1800	21600
PT	2500		200	2500
<b>Total Deduction</b>			<b>3800</b>	<b>45700</b>
<b>Net Salary in Hand without Income tax</b>			<b>26,200</b>	<b>314300</b>

\*\*\* PF, PT and Income Tax will be deducted from salary as per Government rules and regulations

Yours faithfully,

For Vadini InfoCenter.io Pvt. Ltd.


**Sameer Joshi**  
**Sr. Manager – Human Resource**