

Date: 21<sup>st</sup> October 2021

**Ms. Vaibhavi Bane**

A/P Sadavalinear Thakare High School,  
Tal – Sangmeshwar,  
Dist – Ratnagiri - 415611

Subject: Offer of Employment

Dear Vaibhavi,

It is our pleasure to make you an offer for the position of **Manual Tester** with MITS Global Consulting Pvt Ltd. We have outlined below a brief description of the position and a summary of the salary package.

**Position:** Manual Tester

**Responsibilities:**

You will be expected to provide services, in accordance with your designation and as detailed below. Your services will be provided to our client **HDFC Ergo General Insurance Company Limited**.

1. Your work will comprise of,
  - a) Develops information systems by designing, developing, and installing software solutions.
  - b) Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions.
  - c) Develops software solutions by studying information needs, conferring with users, and studying systems flow, data usage, and work processes.
  - d) Investigates problem areas.
  - e) Follows the software development lifecycle.
  - f) Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
  - g) Prepares and installs solutions by determining and designing system specifications, standards, and programming.
2. You will work under the instructions, guidance, supervision and coordination of a coordinator from the client organization.
3. You are responsible for delivery of end result to client.
4. You will use your skill and move aggressively towards meeting client objectives.

### **Reporting Person**

For operational purpose you will be reporting to the project manager or coordinator from the client organization. For employment and administrative purpose, you will be reporting to Sandeep Dhurka.

### **Remuneration**

Your commencing salary will be **Rs. 24,000** /- Per Month. Deductions of Taxes will be applicable as per regulations.

### **Working Hours**

Your services are provided directly to the client; therefore, you are expected to follow the working hours and days as suggested by the client company.

### **Annual Leaves**

You will be entitled to paid leave as per the company rules and as stipulated by Law.

### **Time Sheets**

You shall send a hard copy/soft copy of the time sheets duly approved and signed by your supervisor on the last day of the month

### **Statutory Benefits**

You will be governed as per the respective acts of ESIC, PF, and Bonus & Gratuity as per the rules in force from time to time.

### **Non-Compete & Non-Solicitation**

You agree that during your services with the Company and continuing for a period of Twelve (12) months after termination of your services with the company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, or contract for employment with the client to whom you have been assigned by the company without the written permission of the Company
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the company.
- d) Unless pre- approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials/ films/ video/ presentations or assist any one directly or indirectly in this regard

## **Background Check**

The Company reserves the right to verify the information furnished by you in your application for employment and through another document.

## **Terms and Conditions**

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

Upon being, so required by the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

## **Termination by the Company**

The company may terminate your services with or without cause under the following conditions:

### **With Cause**

The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall as used in this document, means

1. The commission of a crime involving moral turpitude, theft, fraud or deceit
2. Conduct that has an adverse effect on the Company reputation;
3. Poor performance feedback from the client to which you have been assigned.
4. Substantial or continued unwillingness or inability to perform duties assigned to the Employee;
5. Inability to regularly report for duty at client site or any other location to which you are deputed. Due to any reason whatsoever, be it a personal or professional reason.
6. Gross negligence or deliberate misconduct;
7. Any material breach of terms and conditions specified in this letter;
8. Un-authorized absence from work for a period of two or more consecutive days without due consent or notifying your superior officer.
9. Providing any false information to the company.
10. Discipline or behavior issues

### **Without Cause**

In the event that the employment is terminated without Cause, the employee will be provided with a 30-day written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 days, calculated on the basis of the last gross salary.

### **Resignation from Services**

At any time, in case you wish to resign from our services you will be required to give 90 days' notice in writing.

In case if you are not able to serve your notice period for any reason whatsoever, you will have to pay the notice salary to us. The notice salary will be calculated based on gross salary and will be proportionate to the number of notice days you have not served. The maximum amount of notice salary will be equal to 90 days' gross salary.

We will review your performance periodically and growth opportunities will be made available as we are growing rapidly. During the course of your employment or upon termination thereof, you shall not directly or indirectly contact any of the customers or employees of MITS Global Consulting Pvt Ltd. You shall also not solicit orders from any of the customers of the company for yourself or any other persona or corporation.

**Yours Sincerely,  
For MITS Global Consulting Pvt Ltd**

**Sangeeta Mungapatil  
(General Manager)**

### **Declaration**

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

I accept this offer and am joining on \_\_\_\_\_

**Ms. Vaibhavi Bane**

**APPENDIX – A: Remuneration Package with Provident Fund**

<b>Compensation in Cash</b>	<b>Amount</b>
Basic	21,100
House Rent Allowance	1,100
Company's Contribution to Provident Fund	1,800
<b>Gross CTC - Monthly</b>	<b>24,000</b>
<b>Gross CTC - Annually</b>	<b>2,88,000</b>

**Yours Sincerely,  
For MITS Global Consulting Pvt Ltd**

**Sangeeta Mungapatil  
(General Manager)**

## **ANNEXURE**

### **Documents required to be submitted by new joiner.**

1. Scan Copy of offer letter received from all previous employers.
2. Scan Copy of relieving and experience letter received from all previous employees
3. Scan Copy of Degree certificate and mark sheet.
4. Scan Copy of Highest Two Educational Certificates.
5. Scan Copy of ID Proof either Passport / Pan Card.
6. Scan Copy of Photo.
7. Scan Copy of Address Proof (Current and Permanent).
8. Scan Copy of Aadhar Card (Compulsory).
9. UAN Card (If opted for PF)
10. Softcopy of cancelled Bank Cheque.