



## Brontoo Technology Solutions India Private Limited

Registered / Corporate office:

Cyberone, 18<sup>th</sup> Floor, Sector 30,

Opp CIDCO Exhibition Center, Vashi, Navi Mumbai - 400703 State-Maharashtra, India

website: [www.ostaapp.com](http://www.ostaapp.com)

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Ref: BTSIPL/HR/21-22/21

Date: 11<sup>th</sup> June 2021

Mr Ashish Gaikwad  
Mumbai

Dear Mr Asish,

### **Sub: Letter of Offer and terms of employment**

This has reference to your application and subsequent interview(s) for employment. We are pleased to offer you employment in our organization, on the terms and conditions, mentioned in this letter.

Designation: **Front-End Developer**

Location: **Corporate Office, Vashi, Navi Mumbai**

Compensation: **Rs. 10,000 pm for 3 months, Rs.15,000 for next 3 months**

### **Employment Terms & conditions:**

1. Date of joining: Your date of joining will be **11<sup>th</sup> June 2021**. You should report for joining at the place of posting (Company's Corporate Office at Mumbai) on the date of joining along with copies of self-attested documents as mentioned in **Annexure B**

**Note:** Submission of above documents is mandatory. During the period of employment, you shall be governed by the service conditions of Brontoo Technology Solutions India Pvt Ltd (BTSIPL) and those that may be amended from time to time.

2. **Probation Period:** Your employment with BTSIPL will remain under probation for a period of **three months** from the date of your joining at a fixed compensation of Rs.10,000 pm during this period, payable from June 11, 2021. Your services will be confirmed on the rolls of the company on completion of the probation period with performance satisfactory to the company's requirements. This confirmation will be communicated to you in writing. On confirmation, the salary will be revised to Rs.15,000 pm and payable for the next 3 months.

After 6 months, your CTC will be reviewed based on your performance. If your performance is found unsatisfactory, BTSIPL may extend the probation period up to a maximum of 3 months or terminate your employment with immediate effect.

3. **Duties:** During working hours you shall be required to carry out such duties & responsibilities as may be assigned to you by company and you shall use your best energies and abilities to serve the company faithfully. You shall abide by the rules, regulations and procedures as notified by the



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company. During working hours, you shall entirely devote your time, and attention and abilities to the business of the company.

You shall keep strictly confidential details of your salary and employment benefits within and outside the company. During your employment you shall not directly or indirectly engage in any conduct averse to the best interest of the company. You shall not disclose or divulge or make use of in any manner any information whether confidential or not related to the company's business or its customers or its policy which may come to your knowledge or possession during the tenure of your employment save and except for business of the company.

4. **Hours of work:** You will observe the working hours and holidays normally observed by the office / location you are assigned to and you will observe the office timings and weekly offs followed at the location. Due to present conditions, company may request you to Work From Home (WFH). You will adhere to the general guidelines on WFH and follow the reporting requirements of the company.
5. **Ownership of Work Product:** All copyrights, patents, trade secrets or other intellectual property and the media, upon which they are located and all software programs or packages associated with any ideas, concepts, techniques developed by you will belong exclusively to the company.
6. **Confidentiality:** You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and not limited to trade secrets, technical processes, finance, dealings with information relating to employees, agents and customers. You shall not take copies of confidential documents or information for your own purpose and forthwith upon termination / resignation, you shall return to the company, all documents, records and accounts in any form relating to matters concerning the business or dealings or affairs of the company.
7. **Compensation & Benefits:**  
Salary structure will be finalised as per the Employee's choice, subject to the overall CTC and certain basic guidelines of the company. On confirmation, you are eligible for Medical Insurance at company's cost.
8. **Increments and Promotions:** Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments, and promotions will be based on BTSIPL's Compensation and Promotion policy. The exercise for revision of salary is an annual exercise. The company at its discretion may have a semi-annual revision of salaries for meritorious employees.



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9. **Taxes and Levies:** Income Tax on Salary will be deducted from the Salary every month as per Statutory requirements. Professional Tax as applicable will be deducted from the Salary of the employee every month.

10. **Alternative Employment:** As a whole-time associate of BTSIPL, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the express written permission of BTSIPL Technologies Limited.

In addition to the above, on joining, you will be subject to functioning as per the company policies and processes as may be elaborated from time to time.

11. **Notice Period:** During the period of your services, you will be covered under three-month notice period or liable for payment of equivalent salary thereof.

If all the above terms and conditions meet with your approval, please accept this offer within two working days. If the offer letter is not accepted in this time frame, then this offer of employment shall be withdrawn.

We hope you will accept this offer and join our BTSIPL team of energetic, resourceful and collaborative people who thrive in a fast-paced, rapidly changing global environment. We know our employees are vital to accelerating the success of our business. We would like you to know that the company is also committed to accelerating the success of our employees.

Best wishes in your career.

Yours Sincerely,

**For Brontoo Technology Solutions India Private Limited**

**Director**



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**Annexure A**  
**Letter of Acceptance**

(to be returned to Brontoo Technologies Solutions India Pvt Ltd)

To  
The Director  
Brontoo Technology Solutions India Pvt Ltd  
Registered/ Corporate Office  
CyberOne 18<sup>th</sup> Floor, Sector 30  
Opp CIDCO Exhibition Center,  
Vashi, Navi Mumbai 400 703  
Maharashtra

Dear Sir,

Re: Letter of Acceptance

I, Mr. / Ms. \_\_\_\_\_ accept your offer of  
employment vide letter of offer dated \_\_\_\_\_. I confirm to join as on \_\_\_\_\_, failing  
which the company may deem this offer null and void.

I agree to abide by the terms and conditions as mentioned in the letter of offer and also will continue to  
abide by the policies and processes of the company as may be defined during my employment with  
Brontoo Technology Solutions India Pvt Ltd.

Yours sincerely,

(Name: \_\_\_\_\_)

Place: .....

Date: .....



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### **Annexure B:**

List of Documents to be submitted:

1. Updated resume
2. Passport size photograph – 3 copies
3. All previous employment relieving letters – 1 set
4. Current company salary slips of last 3 months – 1 set
5. SSC marksheet & Passing certificate – 1 copy
6. HSC marksheet & Passing certificate – 1 copy
7. Graduation – All semester marksheet & passing certificate -1 copy
8. Post-graduation - All semester marksheet & passing certificate – 1 copy
9. Diploma or additional courses – 1 copy
10. PAN Card – 1 copy
11. Passport – 1 copy
12. Aadhar – 1 copy
13. DOB proof – 1 copy
14. Address proof for present & permanent address – 1 proof for each address
15. Electricity Bill / Telephone – Mobile Bill / Society letter (not later than 2 months old)