

Dec 16, 2013

Mr. Mangal Kumar Pandey

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OFFER LETTER

Dear **Mangal**,

Congratulations!

With reference to our discussion in respect of your interest in our organization & subsequent interview(s) with us, we are pleased to offer you employment in the position of **Software Developer (Trainee)** in our organization. Upon your joining, we will let you know the grade level.

You are requested to join us on or before **January 10, 2014**.

The general terms and conditions governing your employment, compensation and other benefits that you would be entitled to are stated in the enclosure to this letter.

We look forward to have you with our team by the date mentioned above. We are sure that you will have a bright career with your company.

Please let us know in case of any further questions.

For Ojas Softech Pvt Ltd

Punit Pandey

Director

Following are the terms and conditions that refer to our offer of employment to you for the position of **Software Developer (Trainee)**.

GENERAL TERMS AND CONDITIONS OF EMPLOYEMENT

1. Place of Posting

Your place of posting shall be Noida. However, during your employment with the Company, you may be posted/ transferred to any of the offices/ projects/ divisions/ departments/ units/ clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

2. Salary and Taxes

You will be entitled for a stipend of **Rs. 6,000/- (Six Thousand only)** on monthly basis further, less all required deductions viz., tax on salary, provident fund contribution, professional tax and any other amounts as required by law to be deducted or as per the policies of Ojas Softech Pvt Ltd.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered as breach of agreement by you.

3. Probation

You will be on probation for a period of six months. After the expiry of the probation period, the Management will consider your case for confirmation. Till and until you are confirmed in writing, you will be deemed to be on probation. Upon your confirmation as a permanent employee at the end of the probationary period, you will be entitled to privileges of a permanent employee from the first of the month in which confirmation is made and not from any earlier date. Till and until your services are confirmed, the management will be at liberty to dispense with your services at any time without notice or payment of any compensation and without assigning any reasons whatsoever.

4. Increments and Promotions

Your increments and future prospects in the company shall entirely depend on upon your efficiency, hard word, regular attendance, punctuality, sincerity, good conduct,

Company's performance and such other relevant factors as adjudged by the management.

Employee's performance is reviewed periodically depending upon various factors including industry trends, company's performance, market situation, and other related factor. Any action arising out of this review is solely at the discretion of the Management.

5. Working Hours

You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/ or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

6. Benefits

You will be eligible to the benefits as admissible to employees as per the personnel policy.

7. Secrecy

You will not at any time disclose or divulge to any one in any form, documentary or otherwise any information or particulars or details of any trade or business or any other matters connected therewith or any trade secrets or processes which may come to your knowledge while you are in the employment of the Company and you will always keep secret all information in respect of the Company and business conducted in the Company's office.

8. Compliance with Laws/Company Rules

You will keep yourself fully acquainted with the various laws, orders, rules, regulations, directives, etc and the modifications therein from time to times, affecting or concerning directly or indirectly the Company or its business or its clients/ partners and in attending to the various duties assigned to you from time to time you will see that the same are duly observed and complied with and that no infringement of any kind of any of the laws, orders, rules, regulations directives and other legal requirements brought into force by the Government, as amended/modified from time to time takes place.

9. Overtime/Occupation hazards

This offer is subject to the express condition that no claim is made for compensation for overtime attendance, time and nature of work, holidays and accidents of hazards of occupation except according to statute.

10. Other work

Your position will be of full time employee of the Company and you, shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (Part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the company without written permission of the Management.

11. Notice Period

In case you want to leave the service of the company within probation period, you shall give at least 1 month prior notice in writing. After the completion of your probation period and confirmation of your appointment you shall give at least 2 months prior notice in writing.

The Company reserves the right to receive salary in lieu of notice period. However on receiving notice, if in the opinion of the company it is prejudicial to its interest to continue employment during the notice period and is not bound to give any reason thereof or pay any salary in lieu of notice period.

12. Past records

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such case you will be liable to be removed from service without any notice.

13. Fitness

Your employment is subject to your being found medically fit by the Medical Office to be nominated by the company.

14. on separation

On acceptance of the separation notice, you will immediately give up to the company before you are relieved all correspondence, specifications, formulae, books, documents cost data, market data, literature, drawings, software, hardware, CDs, and shall not make or retain any copies of these items. Any other asset of the company, furniture, vehicle, office equipment, etc will either be returned to company or retained on payment of such money as the company may decide.

15. Retirement

You shall retire from the company at the age of 55 years.

16. on termination

The company can terminate your services during the probation period without giving any prior notice period. After completion of your probation period and on confirmation of your appointment, the company can terminate your services by giving one months notice period or salary in lieu.

17. Acceptance

We request you to go through the whole document and return the enclosed duplicate copy of the same in acknowledgement of your having accepted the terms and conditions by signing on every page of the offer letter until the end of the business day **December 20, 2013** failing which this offer will stand automatically withdrawn.

ACKNOWLEDGEMENT AND ACCEPTANCE

I, **Mangal Kumar Pandey**, have read and understood the above terms and conditions and hereby accept the same.

Date
Place

Signature