



Ref. : NV/HRD/OL/2024/Dec/13

Date: 10th December, 2024

Mr. Rohan Patil,
Pune

Dear Rohan,

Sub: Offer Letter for the post of Associate Software Developer

With reference to your interest in the stated role in **Novillex Technologies Pvt. Ltd.**, Pune and subsequent interviews and meeting regarding the opportunity we take pleasure in confirming our offer to you as follows:

Compensation: You shall be entitled to an 'all inclusive' annual gross compensation of **Rs. 2,40,000/- (Indian Rupees Two Lakh Forty Thousand Only)** per annum enclosed in Annexure-I providing details of your annual gross compensation along with the other benefits. The compensation structure is subject to change from time to time as per company's policies.

Date of Joining: 10th December, 2024
Designation: Associate Software Developer
Place of Posting: Pune.

Probation: You will be on probation cum training period of six months from the date of your joining and would be confirmed upon successful completion of your probation based on your performance with your gross CTC incremented to 3.4 LPA. During probationary period **Novillex Technologies Pvt. Ltd.**, reserve the right to terminate you if you are not doing well at your job or is otherwise deemed not suitable for a particular position. If you resign during the probation period, you need to serve 1 month of notice period. During the period of service, you may be transferred or deputed to any other division, branch office, or client location anywhere in India or abroad.

On successful completion of joining formalities, you would be issued a formal appointment letter within 7 days from your date of joining. The appointment letter would provide you details on your compensation & the terms and conditions of employment. After confirmation, if resigned, you will serve notice period of 3 months.

Office working hours start from 9:30 AM to 6:30 PM through Monday to Friday. However, in case of business exigencies you agree to support beyond office hours and working days as and when required to meet the organizational goals.

You are entitled for 1 leave per month during probation period. However, 12 days as Earned Leave (EL) in India in a calendar year, to be credited bi-annually. i.e., 6 EL to be credited in the month of January and July every year.

Additionally, you will be entitled of 10 public Holidays (Festivals & National Holidays) in a calendar year.

CIN: U62099PN2023PTC224695



You are required to undergo pre-employment health check-up prior to your joining. In addition, you confirm that you have adequately declared in writing any kind of a medical problem which you may have had in past or present, prior to you accepting the offer.

You undertake that you have not been involved with drug abuse or have been suffering problems with alcoholism. You confirm that any such history has been adequately disclosed by you to the company in writing prior you are accepting the offer.

This offer is valid, subject to:

- a. No adverse change in business plans of the company
- b. The above undertaking by you proven to be true on accepting the offer and during the tenure of your association with the Company
- c. All details furnished by you being proven true
- d. Satisfactory medical fitness certificate provided by you
- e. No adverse or negative outcome of background check commissioned by the Company

Kindly confirm your acceptance by signing this letter.

Thanking You,

Your Sincerely,

For Novillex Technologies Pvt. Ltd.,

Received & Accepted

A handwritten signature in blue ink, appearing to read 'Neha Naikade', with a stylized flourish at the end.

Neha Naikade
MD & CEO

Rohan Patil
Date: 10/12/2024

UNDERTAKING:

I confirm that I have read understood the above terms and conditions, and I will join on or before 10th December 2024, failing which, this offer stands terminated and Novillex Technologies Pvt. Ltd., would bear no liability of any nature whatsoever towards me.

Encl: Annexure I: Cost to Company Sheet

Annexure - I		
Name	Rohan Patil	
Designation	Associate Software Developer	
Compensation	Monthly (In Rs)	Annually (In Rs)
A. Fixed Compensation		
Basic	12,000	1,44,000
HRA	1,200	14,400
Medical Allowance	684	8,208
Other Allowance	3,733	44,792
Total (A)	17,617	2,11,400
B. Annual Benefits		
Statutory Bonus	583	7,000
Total (B)	583	7,000
Total Gross Salary	18,200	2,18,400
C. Retirement Benefits		
Provident Fund	1,800	21,600
Total (C)	1,800	21,600
D. Deductions		
Employees PF Contribution	1,800	21,600
Professional Tax	200	2,500
Total (D)	2,000	24,100
Net Salary	16,200	1,94,300
CTC		2,40,000

Confidentiality

Matter of your compensation is confidential information of the company, governed by the confidentiality & the Non-Disclosure Agreement signed by you with the company. Any discussion or disclosure of your compensation with anybody other than your department head or HR will be termed as breach of agreement by you. Further, your compensation package is unique to you and not liable for comparison with any other employee of the company.

Annexure II: List of documents for submission

Documents for Joining (Original + Self-attested photocopy required)

1. Two recent formal white background passport size photographs
2. Standard X & XII OR Equivalent mark sheets & certificates
3. Degree/Graduated OR Equivalent mark sheet for all semesters, certificates, convocation certificate.
4. Postgraduate OR Equivalent mark sheet for all semesters, certificates, convocation certificate
5. Certificates for any technical or professional course undertaken / any training programs undertaken & completed
6. Resignation Acceptance Letter / Relieving Letter from the immediate previous employer
7. Experience letter/Service Certificate mentioning period of employment for all previous employers
8. Authenticated Provisional Form 16/TDS certificate of current financial year or detailed salary certificate from immediate previous employer
9. Medical certificated of fitness
10. PAN Card
11. Passport
12. Aadhaar Card

Documents of KYC for Provident Fund (Self-attested photocopy required)

1. Cancelled cheque leaf mentioning your name, Bank account no and IFSC Code (You can provide cheque leaf for salary or non-salary saving bank account)
2. PAN Card
3. Aadhaar Card

Please note that all the above documents are required to be submitted in original for verification and the same shall be returned to you immediately.