

## Appointment Letter

To,

**Mr. Pratham Sawant,**

As per your application, we have pleasure in appointing you in our company as Jr. Software Developer w.e.f. **D.O.J** 02<sup>nd</sup> June 2025 on the following terms and conditions:

Nature of Post:

Your post is a tenure post for an initial period. Initially you are appointed for a period of 18 months i.e. 02<sup>nd</sup> December 2026 expiry of the above tenure, your services will automatically come to an end without any further office or communication.

- 1. Place of Work:** Your job location will be in our Pune Branch.  
**Job Location:** Survey No. 114, Flat No. 101, Homewood Society, Bhagwan Nagar, Bhumkar Nagar, Wakad, Pimpri Chinchwad, Pune- 411057
- 2. Renewal of Tenure:** Depending upon the requirements of company and subject to your suitability to the job, your above tenure may be renewed in writing with mutual consent of both the parties on such terms as may be acceptable to both the parties.
- 3. Nature of Duties:** You will be required to render Software Developer and another domain language incidental there to or connected therewith.
- 4. Supervision & Control:** You will remain under the supervision and control of our company for the purpose of your transfer, promotion, revision in service conditions, overall performance of your work and termination from service etc. and the same will be decided by our company. However, you will also receive instructions for day-to-day performance of your duties from company's officers and you will abide by such instructions given by them.
- 5. Responsibilities:**
  - 5.1** – While rendering Software Developer services, you must effectively, diligently and to the best of your ability perform all responsibilities implicit in the development job and you will ensure results.

You will be expected to work extra hours to achieve the results whenever the job so requires.

**5.2** You will ensure that you will not directly or indirectly engage in any activity or have any interest in or perform any service for any person who is involved in activities which are or shall be in conflict with the interest of our company

**5.3** You will be required to engage yourself exclusively in the work assigned by the company and you will be open to travel to plants-based in pan India, meetings with clients (Whether same its same day return or over-night travel)

**5.4** Take the responsibility of achieving the targets and objectives given to you from time to time, in order to earn your salary and other benefits

## **6. Salary / Leaves:**

Your total fixed pay salary will be Rs.3,00,000/- only per Annum and Stipend of 5000/- only for 6 months of your training & Probation period. A detailed stack-up of your compensation is attached herewith as Annexure. You will be entitled for leaves as per company policy, subject to prior approval from the concerned supervisor.

## **7. Confidentiality:**

The nature of your job demands highest level of honesty, integrity, secrecy and confidentiality and you will maintain the same and you will not use or divulge or disclose any such confidential information except as per required under obligation of law. This covenant shall endure during your employment and for a period of one year from the cessation of your employment (irrespective of the circumstances or the reasons for the cessation).

## **8. General:**

**8.1** We trust that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for removal from services without notice.

**8.2** While in employment if you indulge in any act of misconduct, you may be suspended pending enquiry without salary.

**8.3** If during the tenure of your employment, if no work is available for any reason whatsoever you may be laid off without any salary or compensation.

**8.4** During the tenure you may be sent on deputation or transfer to any other office, location, factory etc. of the company located anywhere in India (whether presently in existence or set up in future).

**8.5** You will not be entitled to any salary if you refuse to do any work assigned to you or refuse to join duty when sent on deputation or transfer.

## 9. Separation:

Not with standing what is stated hereinabove, if during the period of your working, your services are not found satisfactory, the same may be terminated with 24 hours' notice and without any extra compensation' Similarly you will be at liberty to resign from the services by giving 45 days' advance notice. The Management can without notice or compensation terminate your services with immediate effect if you contravene any clauses of this Appointment or commit any acts detrimental to the company such as theft, fraud, dishonest, assault, threatening, etc., or any other acts.

**10. Handing Over of Charge:** On cessation of your employment, you will hand over charge to the company truthfully and sincerely and return all the documents or properties of company in your possession. In discharge of the above obligation, you will obtain a No-objection certificate from the company. On receipt of the above No-objection certificate, your full and final dues will be settled.

## 11. Other Condition:

**11.1** You will produce character verification certificate from police department within 3months from joining on your own. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo pre-process and process training as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. The company invest significant amount of efforts and costs on such training and you will appreciate that in case one is not able meet the required norms during training, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment

**11.2** Effect of Substance Abuse: The Company at its sole discretion may conduct from time-to-time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice' please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

**11.3** In the event that the joining date is stipulated as today and the candidate fails to commence employment on the specified date but seeks to join on a later date, the company reserves the right to rescind the offer under such circumstances.



**11.4** Your Absence for a continuous period of three days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the company reserves the right to recover from you all expenses incurred with regard to any training and development, special education, up skilling or on the job training imparted by the Company and damages suffered by Company due to loss of billing, etc.



### Annexure A

#### TOTAL REMUNERATION WORKSHEET

Name: PRATHAM SAWANT  
 Designation: Jr. Software Developer–IT Platform  
 Location: Pune

#### CONSOLIDATED SALARY, ALLOWANCES, REIMBURSEMENTS AND BENEFITS

(All figures in Rs.)

Details	Monthly (Rs.)	Annually (Rs.)
Base Salary (including DA)	25,000	3,00,000
House Rent Allowance (Remote)	NA	NA
Telephone Allowance	NA	NA
Travel Allowance	NA	NA
Meal Allowance (M)	NA	NA
Petrol Allowance	NA	NA
Miscellaneous Allowance	NA	NA
Other Allowance	NA	NA
Bonus	NA	NA
Provident Fund Contribution(P)	NA	NA
Health Insurance (C)	NA	NA
Professional Tax (D)	200 (100 additional for last 12 <sup>th</sup> month)	2500
<b>GROSS SALARY (A)</b>	<b>25,000</b>	<b>3,00,000</b>
Net Take Home Salary (E) = (A-C-D-P)	<b>24,800</b>	<b>3,17,500</b>
Provident Fund Employer Contribution(F)	NA	NA
Gratuity(G)	NA*	NA
Project Variable Allowance(B)	NA	NA
<b>CTC Per Year(A+F+G+B)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>CTC In Words</b>	<b>THREE LAKH ONLY</b>	

I, PRATHAM, accept the offer and will confirm my Date of Joining within a week of receiving this offer letter and willing to work from office.

As per company policy, contribution towards Provident Fund is not mandatory, if you want to contribute towards PF, company will adjust CTC accordingly.

**MR. OM KATHE**  
**MANASVI TECH SOLUTIONS PVT LTD**

**PRATHAM SAWANT**

## Annexure B

Sub: Documents

Please Share with Signed Offer Letter		
Sr No	Particular	Yes/Pending
1	Updated Resume (self-attached)	
2	Copy of Accepted Offer Letter (signed on both pages)	
3	Photocopy of all Educational Mark sheet (self-attached)	
4	Photocopy of all Educational Diploma Certificate (self-attached)	
5	Relieving/Appointment letter (All Previous employment (self-attached)	
6	2 passport size photos	
7	Pan Card copy (self-attached)	
8	ID Proof (Driving license/ Voter ID/ Ration Card/ Passport/ AadharCard) [self-attested]	