

Date: 20/10/2021

Name: Vivek Jangam

Address: A/P- Kotoli, Tal- Panhala, Dist- Kolhapur, Pin- 416230.

Sub: Offer & Appointment Letter

Dear Vivek,

Congratulations. On behalf of Systems Plus family, we are pleased to offer you position of **Consultant commencing on 25th Oct 2021** you will be reporting to **Mr. Amit Turukmane**.

Your annual CTC will be **Rs. 3, 04,000 (Three Lakh(s) Four Thousand Only)**, details of which are mentioned in **Annexure 1**.

As discussed and confirmed commencement date is 25/10/21.

Please find enclosed your contract of employment which sets out the terms and conditions of your employment. Please review the document and electronically sign the appointment letter.

Please note that this offer / appointment is contingent upon your passing our mandatory Background checks and receipt of documents requested in Annexure 2 and receiving two satisfactory references. These should be supplied prior to commencing employment.

On your first day with Systems Plus please bring the documents as mentioned in Annexure 2, if you have not already submitted them before joining.

This offer is open for 2 days from the date of this letter, failing which this offer will stand withdrawn and cancelled automatically, without any further notice to you.

In the meantime, should you have any further questions please contact HR team or write to hr@sptr.co

We welcome you to the Systems Plus family and wish you a rewarding career over the years to come.

Best Regards,



ATUL NIPANKAR

Acceptance Confirmation:

I accept the offer and confirm that

I will join on or before the 25th Oct 2021



Name & Date

Vivek Jangam Oct 21 2021

Contract of Employment (Terms & Conditions)

Your employment will be governed by the following terms and conditions.

1. Date of Commencement of Employment:

Your employment with the Company shall commence on **25th Oct 2021**

2. Location:

Your current location of employment shall be Systems Plus, Magarpatta, Pune (SEZ), India. However, the Company reserves the right to transfer you to any of its offices, Associate Companies located In India or any other location globally, whether now in existence or to be set up hereafter. The company has the flexibility to deploy you on other customer assignments as and when required. In case the current posting location changes, then your salary will be adjusted according to your country of posting as per policy.

3. Probationary Period and Confirmation:

You will be on probation for a period of six (6) months from the date of joining the Company and may be confirmed as a permanent employee upon successful completion of your probation period. The Company reserves the right to curtail or extend the probation period based on your performance. Please note that as per Company policy, your services would be confirmed on 1st day of the month succeeding the month of successful completion of probation period. In addition to your performance during the probationary period, your confirmation as a permanent employee is also subject to your submitting the requisite document/s as required by the Company.

4. Working Hours:

The working hours applicable to you will depend upon your place of posting and as amended from time to time. Further, you may be required to work on any shift, as may be warranted by the Company/Client's work requirements.

Further, depending on Company's requirement or project contingencies, your working hours may be modified / altered from time to time.

You may also be required to work in shifts or on holidays and weekends depending on the nature of the project.

5. Shift Allowance

You will be eligible to receive shift allowance as per company policy.

You will make yourself available on all working days during organisation's business hours as communicated to you and within legal limits. Your work hours will be from 6.30 pm to 3.30 am.

6. Leaves:

You are entitled to 21 days of leave during the calendar year. Please refer to Company's leave policy for details.

7. Increments and Promotions:

Any increase in salary & promotion will depend solely on your performance and contribution to the Company's growth & shall be governed by company's appraisal process.

8. Performance Bonus

The Performance Bonus will be released as per company's existing policy and in line with cycles of payments. However, as per this offer letter, appointment letter and company policies, you will not be eligible for

performance bonus payout, for that payment cycle, if you have resigned and serving notice period on or before the date of disbursement.

Insurance Scheme:

You will be covered under the Group Medclaim and Group Personal Accident Insurance policy, as applicable to employees from time to time.

9. Notice Period:

On confirmation as a regular employee, you will be required to give three months' notice or three month's basic pay in lieu thereof in case you decide to resign from the services of the Company.

During probation period, you will be required to give one-month notice or one month basic pay in lieu thereof.

Your confirmation is subject to your performance during the probation period and the same may be extended if your performance is found to be not satisfactory.

Acceptance of resignation during probation period or after confirmation will be at the sole discretion of the management.

The Company at its sole discretion may decide to terminate your services during probation period/employment due to poor performance without any notice or pay in lieu thereof.

Further, in case your services are terminated due to any act of "moral turpitude", no notice pay/compensation in lieu thereof will be paid. At its sole discretion, the Company may also decide to withhold salary & any other payment till the final outcome/disposal of the case.

10. Background Checks:

The Company and/or its agents may, at its discretion conduct background checks at any point in time to validate your identity, address, education details and details of your prior work experience, if any, and also conduct any criminal checks. By accepting this letter, you expressly consent to the Company conducting such background/criminal checks. In this connection, you are required to furnish the documents listed in "Offer Annexure-2". If the Company is not satisfied with the outcome of the background checks, it reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

However, when a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company.

11. Covenant of Non-Disparagement:

You agree that, during the period of employment and at all times even after termination of employment with the Company, you will not directly or indirectly, in any capacity or manner, make, express, transmit speak, write, verbalize or otherwise communicate in any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing), any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that might reasonably be construed to be derogatory or critical of, or negative toward, the Company or any of its directors, affiliates, subsidiaries, employees, agents or representatives (collectively, the "Company Representatives"), or that reveals, discloses, incorporates, discusses, includes or otherwise involves any confidential or proprietary information of the Company or its subsidiaries or affiliates, or to malign, harm, disparage, defame or damage the reputation or good name of the Company, its business or any of the Company Representatives.

12. Confidentiality & Intellectual Property

During your employment with the Company, you will, at all times, observe secrecy in respect of any technical, trade or business data, customers' names/business details or any other information that might come to your knowledge or possession, which according to the Company are necessarily confidential and form valuable

property of the Company. You shall not disclose nor cause the disclosure of any such data in any manner whatsoever. You will also be responsible for protection and furtherance of the Company's best interests at all times, including after you cease to be on the Company's rolls.

You have to safeguard Systems Plus and its customers Intellectual Property Rights and confidential information even after termination of your employment or business relationship with Systems Plus.

All software, systems, ideas, concept, designs, documentation or any other material produced by the employee during the period of his / her assignment belongs to Systems Plus.

Intellectual Property of Systems Plus or that of its Customers. The employee will not have any rights to such material described as above.

During your employment with the company you will comply with the provisions of the Information Security Policies and Procedures of Systems Plus at all times and which shall extend beyond the normal working hours, whether inside or outside the office premises. You will also classify & manage all data under your control & ownership as per company's policies. Non-conformation with the Information security policies & procedures, copying software & other proprietary material in use or stored at Systems Plus & non-compliance with various legal & contractual requirements pertaining to protection of personal data will be viewed very seriously and will attract strict disciplinary action as per the disciplinary procedures of Systems Plus.

13. Other Terms & Conditions:

You are required by the Company rules not to undertake any employment or enter into any other type of association, even on part-time basis whether for any consideration or not. Contravention of this will lead to termination of your services in the Company without any notice, with no liability on the part of the Company for payment of any compensation in lieu of such notice. Further, this contravention will be deemed as voluntary termination/ resignation by you of your services without the required notice having been given. In exceptional circumstances consent may be given, subject to any terms and conditions that the company may think fit and may be withdrawn at any time at the discretion of the company.

In the event of your leaving the Company's services, you are expected not to take up employment or enter into any type of business/commercial association with any of the Company's clients or their associates, for a period of two years from the date of cessation of employment.

You hereby acknowledge and agree to abide by all internal policies of the Company. The same shall either be expressly provided to you or they shall be available at the Company's intranet website.

Furthermore, the Company has various human resource and administration policies and procedures. The Company reserves the right to vary these policies at any time in its absolute discretion. While these policies do not form part of your contract of employment, you are required to abide by all applicable policies.

For **SYSTEMS PLUS TRANSFORMATIONS LLP**



ATUL NIPANKAR
DIRECTOR OPERATIONS

Read & Acceptance Confirmation: This is to confirm that I have read through this offer letter & its terms in entirety. I accept this offer along with all terms and conditions mentioned.

Signature: *Vivek Jangam*

Name: Vivek Jangam

Date: Oct 21 2021

PS: Please initial each page of the letter.

ANNEXURE 1

Compensation Detailed Sheet –Vivek Jangam

SALARY PARTICULARS	MONTHLY	ANNUAL
Basic	12,667	1,52,000
HRA	5,067	60,800
Night Shift Allowance (Please refer note 6)	4,500	54,000
Special Allowance	824	9,884
MONTHLY GROSS SALARY	23,057	2,76,684
Employer's Contribution to PF	1,520	18,240
Medical Insurance Premium	147	1,768
Performance Bonus	-	-
Gratuity (Payable after 5 Years)	609	7,308
TOTAL CTC	25,333	3,04,000

***Please Note:**

1. Decimal figures rounded off to the nearest number
2. Sum assured for Mediclaim and personal accident policy are grade specific.
3. Gratuity is payable on completion of 5 years with the organization
4. Provident Fund amount is directly credited to employees PF account.
5. All deductions related to PF, PT, welfare fund & income tax on monthly gross salary.
6. Night Shift Allowance is payable only in proportion to actual night shifts worked.

For **SYSTEMS PLUS TRANSFORMATIONS LLP**



ATUL NIPANKAR
DIRECTOR OF OPERATIONS – INDIA

ANNEXURE 2

List of Documents to be submitted:

Sr. No.	Documents
1	Certificate of fitness – Can we provide guidelines on what is acceptable? Is it really required?
2	Copy of Mark sheets
3	Copy of Degree Certificates
4	Copy of Pan Card
5	Copy of Passport (color copy)
6	Proof of Age (Birth Certificate / School Leaving Certificate/ Passport)
7	Proof of Address <u>Permanent</u> (Passport/ Electricity Bill/ Rent Agreement/BSNL Bill/ Index 2 Form)
8	Proof of Address <u>Temporary</u> (Passport/ Electricity Bill/ Rent Agreement/BSNL Bill/ Index 2 Form)
9	Photograph (4 copies)
10	Copy of Legal Bond Signed, if any[Past Employer]
11	Copy of Pay Slips or Salary Certificates
12	Letter of Appointment from last employer
13	Letter of Increment from last employer
14	Relieving Letter
15	Experience Letter from All Previous Organization
16	Declaration of Previous Income (Salary certificate/ Form 16)

VJ



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