



## Offer Letter

April 8, 2021

Dear Sourav,

It has been a pleasure meeting you during the interview process and thank you for your interest in pursuing your career at PlanSource.

We are excited to extend the offer to you to join PlanSource India ("**We**" / "**Company**"). Please find below details of your offer. A detailed Employment Letter along with other documents required to be executed by you will be given to you on your joining and will supersede the terms of this Offer Letter.

Your proposed annual gross salary along with the break-up of salary is attached herewith in **Annexure - A**.

Your employment with us will entail the responsibilities as detailed in ***your job description***.

You are required to indicate acceptance of this offer on or before April 9, 2021, failing which the offer stands withdrawn, unless the date is extended by us and communicated to you in writing. In the event you accept this offer, your employment with the Company will commence on April 19, 2021.

At the time of joining, you are requested to submit the copies of the documents as per **Annexure - C**.

Your employment with us will be governed by the specific terms and conditions referred to in the Employment Letter to be executed by you on the date of joining provided in this offer letter. You will also be required to execute and be bound by an Employment and Restrictive Covenants Agreement, prior to the commencement of your employment with the Company and such Agreements shall be co-extensive.

Please note that the Company reserves the right to withdraw the offer made to you at any time, without providing any reasons to you.

You shall be eligible for promotions and increments based solely on your performance and contributions to the Company at the sole discretion of the Company.

The Company reserves the right to make such inquiries, background or reference checks (including criminal background checks) and drug screening as it considers necessary. By accepting employment: (i) you consent to providing such information and documents as required by the Company for conducting the background verification; (ii) you give the right to the Company to conduct such checks including by way of engaging third party agencies to conduct such checks; and (iii) you consent to your personal details to be used for conducting such background checks and drug screening (including providing them to the third party agencies solely for this purpose).

From the date of your joining Company you will be under probation for a period of 3 (three) months during which your performance will be monitored closely by Company. At the end of the probation period, your manager will appraise your performance after which the decision will be taken to confirm your services with Company. Upon completion of your original or extended probation period, as the case may be, if you do not receive any written confirmation from the Company, your employment shall be deemed to be confirmed with Company and you will be permanently placed on the payroll of the Company.

Probation may be extended in certain cases at the sole discretion of the Company. At any point during employment, your appointment may be terminated by either party giving a notice of 3 months in writing. Management reserves the right to decide & deduct the notice pay (gross salary) in lieu of notice period.

Please review the offer and provide your acknowledgement below as a token of your acceptance and confirming the date of joining.

We welcome you to the Company and look forward to a long and mutually beneficial association.

For PlanSource India

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Chaithrashree Chandrashekar  
Assistant Manager, Recruitment

Please Click in the upper-right-hand corner to acknowledge this Offer Letter.

Date of Joining: April 19, 2021

Encl:  
Annexure – A (Salary Structure)  
Annexure – C (Check List)

**ANNEXURE A**  
**SALARY STRUCTURE**

**Title:** Associate Software QA Engineer

**Cost to Company CTC:** 6,50,000

<b>Components</b>	<b>Annual</b>
Basic Salary	2,60,000
House Rent Allowance	1,04,000
Leave Travel Allowance	26,000
Meal Vouchers	26,400
Education Allowance	24,000
Special Allowance	1,78,400
Employer's PF contribution	31,200
<b>Base Salary</b>	<b>6,50,000</b>
<b>Cost to Company (CTC)</b>	<b>6,50,000</b>

**Benefits:** In addition to the above, you will also be eligible for gratuity and insurance benefit, details of which will be provided to you on your joining.

## **ANNEXURE – C**

### **Check List**

1. Certificates supporting your educational qualifications along with marks sheets (10+12, Graduation, Post Graduation, Course Certifications).
2. Your latest salary slip or salary certificate.\*
3. Your relieving letter from your present organization.
4. Experience Letter from your present organization.
5. Medical Certificate from a registered practitioner. **(Optional)**
6. Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up).\*
7. Four Passport Size color photograph.
8. Four Stamp Size color photograph.
9. Two Stamp Size color photograph each of the Medical Nominee. **(Optional)**
10. Valid Passport. **(Optional)**

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer.

**\*Originals:** Please carry all the originals for validation.

## CALL LETTER

Dated: .....

Dear SOURAV. V

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on .....

On the date of joining we would explain you in detail the schedules.

### NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes **Manual Testing, Java, SQL, & General Aptitude.**
- No other programs are included in this training module.

### RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10<sup>th</sup> 12<sup>th</sup>, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards  
Qspiders Hebbat  
Bengaluru  
Mb: 99809 00400



USN NO .....