

Date of issue

April 24, 2022

Dear Shruti Killedar,

We are pleased to appoint you for the position of Associate Software Developer, on the terms and conditions set out here in after:

1. EMPLOYMENT

1.1 Your effective date of joining is April 25, 2022.

1.2 Your employment with the company is subject to:

- The accuracy of the testimonials and information provided by you.

- You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the company.

- You shall not, during the term of your employment, except with the written permission of the Company, engage directly or indirectly in any other business, occupation or activity, whether as a principal, agent or otherwise, which will be detrimental, whether directly or indirectly, to the company's interests. You shall use the office of the company only for rendering such services for which you have been appointed.

1.3 You will serve a probation period of 6 months from the date of your joining company. Your performance will be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline. Company reserves the right to extend the probation period in the event that your performance is not up to the expectation.

1.4 Your performance will be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline. The company reserves the right to extend the probation period in the event that your performance is not up to the expectation. You will be deemed to continue on probation until you do not perform well, however it is made clear that the confirmation of job cannot be claimed as a matter of right.

1.5 You will be under employment bond for 2 years from date of joining as a permanent employee.

2. PLACE OF POSTING

Your initial place of posting shall be at Pune, India.

3. COMPENSATION & OTHER TERMS

3.1 Your individual remuneration is strictly confidential and is detailed in Annexure A, will be payable on a monthly basis by 7th day of the succeeding calendar month.

3.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax and other deductions at source, as applicable.

3.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of overtime or any other allowances.

3.4 Company is authorize to deduct from your remuneration on termination of employment all debts owed by you to the Company and further if any amount still outstands than the same will be realizable from your person and property.

3.5 Your compensation will be reviewed on an annual basis and your salary may be adjusted, depending upon various factors, including your performance during the preceding performance period.

3.6 Notwithstanding the above, you acknowledge that it is Company's policy to review the compensation payable to its employees for successive years and such compensation may be higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Company.

3.7 Unless otherwise provided by Company, your salary shall be paid in monthly

installments and in arrears. The total amount issued will be your salary less any statutory, standard, permissible or elected deductions or set-offs applicable to your employment.

ANNEXURE A

TOTAL CASH COMPONENTS ELEMENTS		
	Annual (Rs)	
(A) Annual Fixed Compensation	186000	
Gratuity	4471	
Training	10000	
	Total	200471

Annual Fixed Compensation**

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed

Compensation (key components - Basic pay, House Rental Allowance, Gratuity etc., as per the applicable provisions).

Tax at the applicable rate shall be deducted at source from your salary.

4. CONFIDENTIALITY

4.1 The term "Confidential Information" shall include all information, whether written or oral, that is known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, technology of the company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, with whom the Company does business, which may come to your knowledge during the tenure of your employment with the company. You shall hold such confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use for your own benefit or the benefit of any other party.

4.2 You shall keep strictly confidential, details of your salary and employment benefits within and outside the company.

4.3 If on account of your any misconduct, the company faces any loss than you will be liable to pay compensation according to estimated loss plus damages according to reputation of the company.

5. TERMINATION OF EMPLOYMENT AND RETIREMENT

5.1 In case of resignation, employees need to serve a notice period of 90 calendar days prior written notice.

5.2 In case of notice of termination, you shall cooperate with the Company, as reasonably requested by the company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

5.3 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any confidential documents or material, or other property belonging to the company. The Company reserves the rights not to relieve you of your employment in the event that all the company's documents in your custody have not been properly handed over by you to an authorized representative of the Company.

5.4 If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

5.5 In case of candidate leaving voluntary in bond period, he/she is liable to pay an amount of 2 lakh rupees.

6. HOURS OF WORK

A working day shall comprise 10 hours, irrespective of shifts(9 hours effective and a break for an hour). You may be required to work on a shift basis. Shifts maybe scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you. Company may at any time, in its sole discretion, require you to work beyond ten (9) hours a day upon notice to you.

Working Saturday timings comprise of 8 hours (7 hour effective and 1 hour break).

7. EMPLOYEE SCREENING

You acknowledge and agree that Company has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to provide any information and/or grant any consent or permission required by Company and/or its agents from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, Company believes, in its sole discretion, that there is a discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificates provided as a proof of your

qualifications and experience, or if you fail to cooperate with Company and/or its agents in conducting such verification and/or background and/or reference checks, Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

8. LEAVE POLICY

Company's leave policy shall apply to your employment and may be modified by Company at any time, in its sole discretion, upon notice to you.

9. OTHERS

9.1 You will be bound by the code of conduct of the company and all other Rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement etc.


9.2 Any change in the Terms & Conditions communicated by the company shall be applicable and acceptable to you.

9.3 This offer letter will be treated as an Employment Agreement and the terms and conditions of this Agreement shall govern your employment with the company.

9.4 You shall inform the company as soon as possible about any change in your residential address.

It is pleasure to welcome you as a member of Twopir Consulting Pvt. Ltd. We are confident that your employment with the company will prove mutually beneficial and rewarding, and we look forward to having you join us.

Yours sincerely,
For Twopir Consulting Private Limited



Akshi Gupta
(Director)

