



## OFFER LETTER

Date: 03<sup>rd</sup> APRIL 2024

MS. RUTUJA SARNOBAT,

We are pleased to confirm you're joining at WEBXION INNOVATION PVT LTD as "**Back Office Executive**" at our "**PUNE**" office.

Your joining date at WEBXION INNOVATION PVT LTD is "**03<sup>RD</sup> APRIL 2024**".

### Salary Component

- **Fixed Pay CTC: Rs. 1,92,000/- Year .**

Your annual Cost-To-Company (CTC) payable and notion element put together shall be Rs. **1,92,000/-** annually (**Rupees One Lakh Ninety Two Thousand Only**). This includes basic salary and other allowances. Deduction as applicable will be made from your Gross Salary/CTC towards Profession Tax and Income tax etc. as applicable from time to time.

You are required to submit a copy of the following documents on your joining date:

- Original and Photocopy of Certificate/s of Educational and Experience Letter
- Last 3 months salary slip
- Two recent passport size photographs
- Photo Identity Proof ( PAN CARD/ Driving License / Passport)
- Residence Proof (Aadhar Card / Passport / Voter ID)

Please respond with acceptance confirmation email for confirming your acceptance of the letter.

With Best Wishes for a long career with us.



**Enclosure:**

Terms and Conditions of Offer

## **Terms and Conditions of OFFER**

- **Working Hours:** You will report to work on time as per the shift assigned. And you agree to work beyond standard working hours (if required).
- **Half Day:** If any employee report to office delays by 20 mins or leaves 20 mins before shift complete time, it would be considered as Half-Day.
- **Holidays:** You are entitled to 15 paid holidays in a year along with National Holidays. You will be eligible for Holidays, on a prorata basis based on the month of joining in a calendar year.
- **Leave:**
  - Leave should be applied at least 2 working days in advance, any unplanned absent would be considered and unpaid leave and might involve disciplinary action too.
  - Casual Leave: 7 days per calendar year (Jan to Dec) is permitted as Casual Leave, which will carry forward at the end of the calendar year.
  - Sick Leave: 5 days per calendar year (Jan to Dec) is permitted as Sick Leave, which will lapse at the end of the calendar year. A medical certificate will be required, if you avail of sick leave for three or more days. You will be eligible for Sick Leave on a pro-rata basis from the month of joining.

**You will be eligible for Permanent Employment after completion of probation period , Which is of six month .**

**Training Period is of Three Months Provident Fund Deduction will be Applicable after successful compilation of Training Period**

- **Termination / Resignation:** During the period of probation, either party can terminate your services by giving 30 days notice in writing or pay in lieu of notice. After confirmation, either party can terminate your services by giving mandated notice (90 days for all employees) in writing or pay in lieu of notice. For pay in lieu of notice, monthly gross salary (fixed pay + variable pay) will be considered.

The Company reserves its right to recover an amount equivalent to notice period as applicable to your Grade on pro rata basis, if you fail to give the Company required notice of your intention to terminate your employment. On resignation / termination from the services, you will have to handover charge of responsibilities to an employee designated for the same by the management. Irrespective of the above, your resignation will be accepted only if you complete all the tasks already assigned to

**Corporate Office :** 402, MSR Capital, Morwadi, Pimpri, Pune, Maharashtra – 411018.

**Office Ph:** +91-8657215533 | **Email :** [info@webxion.com](mailto:info@webxion.com) | **URL :** [www.WebXion.com](http://www.WebXion.com)



you. Relieving / Service letter would be issued to your only if you complete the exits formalities and handover full charge of the work to your manager or any person designated by company.

Company hold a right to terminate your services by giving mandated notice (30 days for all employees) in writing or pay in lieu of notice. If employee found violating company policy or working against company interest, his/her service may be terminated on immediate basis. And Termination letter would be issued without any compensation. Also company holds right to take legal action if required.

Post leaving job for minimum term of 6 months from date of leaving organization under no condition he/she can connect with existing clients of company or have any business relation or start his/her own business that WEBXION offers or sell to its client. Any misuse of client details directly or indirectly would involve legal action. And hence all contact details and mobile numbers used for customer interaction should be submitted to company before leaving the job.

You will return all material, notes, CDs, books, SIM, Laptop, Mobile Phone, Data Card etc and settle cash advances, prior to being relieved and settlement of entitled dues. You will not be relieved of your services with the company till the complete hand-over of responsibilities and / or as per the mutually agreed schedule. You will not join any company / firm / organization or start any professional without being relieved from the services of the company. Notwithstanding anything aforesaid, in the event that you execute a service agreement or other agreement(s), the terms of such agreement(s) shall always prevail. Leave of any nature can't be availed of or adjusted against the notice period. The amount that is re-imbrued / paid to the employees as relocation assistance, notice by-out or joining bonus paid is recoverable from the employee if the employee leaves within one year from his/her date of joining.

Such notice or payment of any kind shall not be deemed necessary in the case of termination of service on grounds of any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or willful neglect of duty or incompetence in the discharge of duty on your part or the breach of your part of any of the terms, condition or stipulation contain in this agreement or any other serious derelictions of duty, which are prejudicial to the interest of the company.

- **Non-Solicitation** : You agree that after cessation of your services with the company you will not solicited employees, associates, clients or other related parties of the company directly or indirectly to join any other company, firm or concern engaged or likely to engage in business which is competitive to the one carried out by the present company.
- **Private Trade**: You shall devote the whole of your employment attention and abilities exclusively to the business of the company and shall in all respect obey and conform to the regulations from time to time issued by the company and applicable to you. You shall at all time well and faithfully serve the company and use your best endeavors to promote the interest thereof. You shall not, while in the employment of the company be engaged in any other employment or business whatsoever, or accept any other emoluments without previous consent in writing from WEBXION INNOVATION PVT LTD.



- **Confidentiality** : You shall not, except in the proper course of your duties, disclose or divulge to any person /s whomsoever or other that in connection with the company's business, yourself make use of any information of a secret or confidential character acquired by you during the period of such employment relating to the trade or business of the company the methods, processes, appliances, machinery, applications, source codes, links, API, documentation or to any experiments or research carried out by it or by any person in its employment. All inventions, improvements and discoveries made by you either alone or jointly with any other persons, during the period of employment with the company, and arising out of or in consequence of such employment shall become the sole property of the company, and you shall both while in employment of the company and thereafter the request and at the expense of the company, take such steps as may be necessary to obtain patent protection for inventions, improvements, and discoveries in India and elsewhere and you shall, at the request and at the expense of the company, assign all such patent rights when granted to the company or as the company may direct. You will not reproduce in any form or communicate any information directly or indirectly to anyone in violation of the proprietary rights of the company.

- You will be governed by all other rules and regulations of the company as applicable from time to time.

Name : **MS. RUTUJA SARNOBAT**  
Signature :

Date :: 03<sup>rd</sup> April 2024

Name : **SHALAKA VAIDYA**  
Signature :

(Human Resource Manager)

Name : **GURCHARAN SINGH DHUNNA**  
Signature :

(Managing Director)  
Date 03<sup>rd</sup> April 2024.

